DOCUMENT RESUME

ED 452 912 JC 010 359

TITLE	Capital Projects Manual for the Illinois Public Community Colleges.
INSTITUTION	Illinois Community Coll. Board, Springfield.
PUB DATE	1998-05-00
NOTE	143p.
PUB TYPE	Guides - Non-Classroom (055)
EDRS PRICE	MF01/PC06 Plus Postage.
DESCRIPTORS	*Capital Outlay (for Fixed Assets); *Community Colleges; *Educational Facilities; Facilities; *Facility Inventory; Facility Planning; Two Year Colleges
IDENTIFIERS	*Illinois Community College Board

ABSTRACT

This manual is designed primarily for use by those persons at Illinois public community colleges who are responsible for planning and keeping records of college facilities. The Illinois Community College Board (ICCB) is mandated by law to approve the expenditure of state funds for purchase of sites and the construction of facilities and to determine efficient and adequate standards for community college physical plants. The sections of this manual present information useful when considering a capital project. Various types of projects are discussed in terms of classification, approval procedures, and criteria for approval. In addition, other capital matters such as progress reports, insurance, leasing, application forms, facility codes, ICCB rules, facility inventory classification guidelines, and the quality-based selection process to choose an architect can be found in the several appendices located in the back of the manual. A college may request state funding for up to 75 percent of total project costs of any type of project listed in ICCB Rule 1501.603. The vehicle for requesting state funds is the Community College Capital Resource Allocation Management Program request submitted to the ICCB and the Illinois Board of Higher Education in July of each year. (JA)

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Capital Projects Manual

for the
Illinois Public Community Colleges

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May 1998

Printed by Authority of the State of Illinois

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Illinois Community College Board

CAPITAL PROJECTS MANUAL

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Introduction

This manual is designed primarily for use by those persons at Illinois public community colleges who are responsible for planning and keeping records of college facilities. The Illinois Community College Board (ICCB) is mandated by law to approve the expenditure of state funds for purchase of sites and the construction of facilities and "to determine efficient and adequate standards for community college physical plants." Upon approval of state-funded capital projects, the ICCB is responsible for developing an annual capital budget request which includes a priority listing of projects for submission to the Illinois Board of Higher Education (IBHE). The Public Community College Act and ICCB Rules also require ICCB approval of some locally funded construction projects.

The manual is to be used along with the Public Community College Act, as amended (herein referred to as the Act), and ICCB Rules 1501.601 through 1501.609. A copy of the appropriate ICCB Rules is included as Appendix E. The Capital Development Board's rules also may be used in conjunction with this manual. A copy of these rules is available from the ICCB upon request.

It is important that accurate records of available facilities be kept. The ICCB Facility Inventory File is the official record of facilities at each college. As this record is changed only at the request of the college (by the submission of appropriate changes), new buildings should be added or changes in existing facilities submitted to the ICCB Information Technology division as soon as possible after completion.

The following sections of this manual present information useful when considering a capital project. Various types of projects are discussed in terms of classification, approval procedures, and criteria for approval. In addition, other capital matters such as progress reports, insurance, leasing, application forms, facility codes, ICCB rules, facility inventory classification guidelines, and the quality-based selection process to choose an architect can be found in the several appendixes located in the back of the manual.

Contact any of the following persons in the ICCB System Finances division if you have questions or need guidance concerning the manual, instructions, forms, or procedures:

Edward Smith, Associate Director for System Finances
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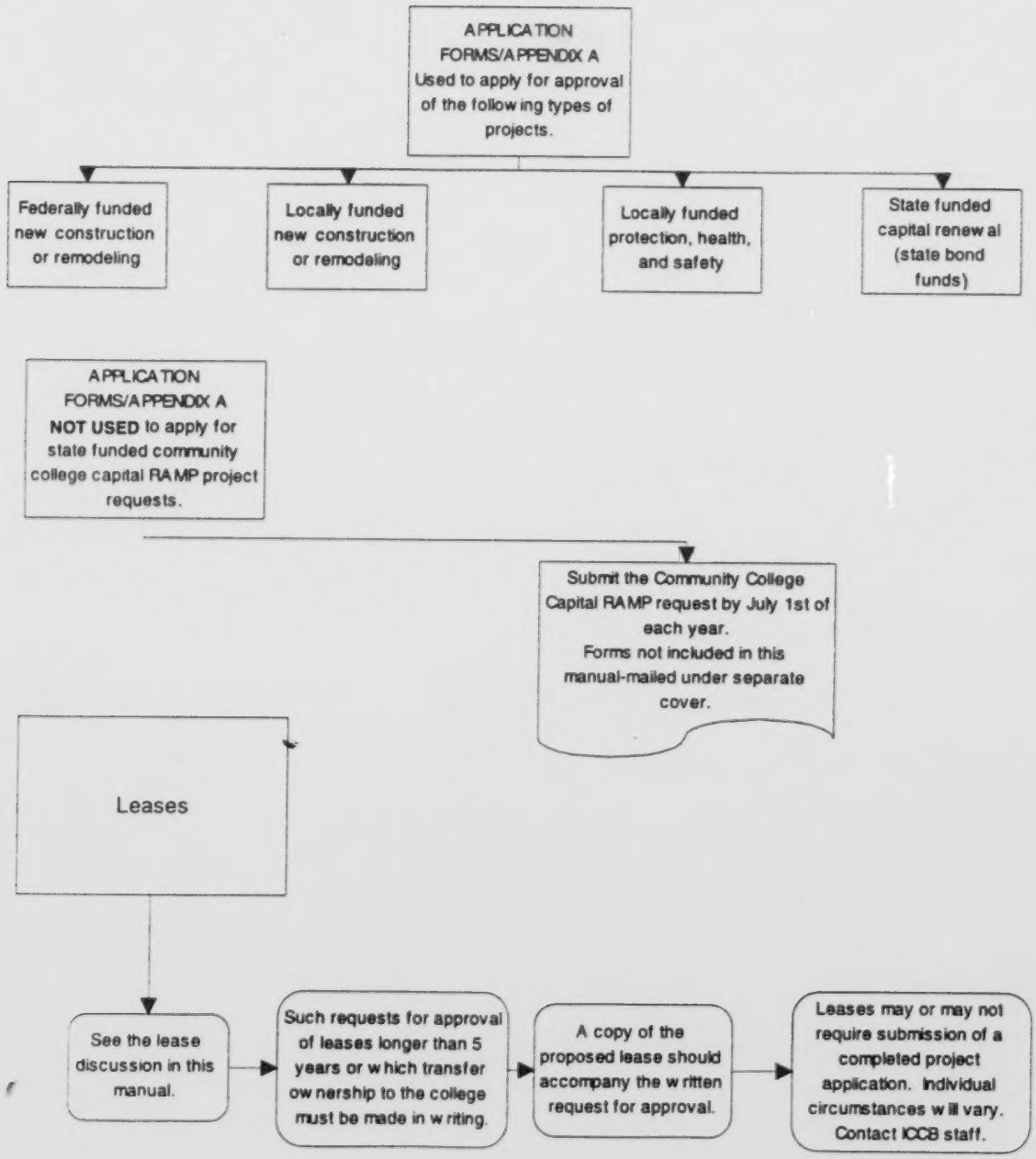
AT A GLANCE


APPLICATION FORMS/APPENDIX A Used to apply for approval of the following types of projects.
Federally funded new construction or remodeling
Locally funded new construction or remodeling
Locally funded protection, health, and safety
State funded capital renewal (state bond funds)
APPLICATION FORMS/APPENDIX A NOT USED to apply for state funded community college capital RAMP project requests.
Submit the Community College Capital RAMP request by July 1st of each year. Forms not included in this manual-mailed under separate cover.
Leases
See the lease discussion in this manual.
Such requests for approval of leases longer than 5 years or which transfer ownership to the college must be made in writing.
A copy of the proposed lease should accompany the written request for approval.
Leases may or may not require submission of a completed project application. Individual circumstances will vary. Contact ICCB staff.

Section I
COMMUNITY COLLEGE CAPITAL RAMP
(RESOURCE ALLOCATION MANAGEMENT PROGRAM)

A college may request state funding for up to 75 percent of total project costs of any type of project listed in ICCB Rule 1501.603 (see also Section 5-4 of the Act). The vehicle for requesting state funds is the Community College Capital RAMP (Resource Allocation Management Program) request submitted to the ICCB and the IBHE in July of each year. ICCB staff review all requests submitted in RAMP to determine their eligibility for funding (see ICCB Rule 1501.603b). Eligible projects are then rated and prioritized in accordance with ICCB Rule 1501.603c. The projects receiving the highest evaluation are submitted to the ICCB for its consideration. Approved projects comprise the annual ICCB budget request to the IBHE.

The following are activities that need to take place in conjunction with a request for state funds.

Site Acquisition

Site Search and Selection (Primary Site). The primary college site is the site where chief college administrators and administrative functions are located, comprehensive student services and activities are provided, and the complete college instructional curricula are offered regularly.

Local district officials may conduct a preliminary study of available sites. Following this initial study, a detailed feasibility study should be conducted, preferably with the assistance of an architect. Minimally, the feasibility study should consider the location of the proposed site in relation to geography and population of the entire district and in relation to sites of the district's other colleges (if any); the impact on the surrounding environment; accessibility to the site by existing and planned highways and/or streets; cost of development of the site in relation to topography, soil condition, and utilities; size of the proposed site in relation to projected student population and land cost; the number, location, and characteristics of alternate sites considered; and the proper location of the site in relation to existing institutions of higher education. Before ICCB and IBHE approvals are requested, Capital Development Board (CDB) technical evaluation of the preferred site is required.

After a site is selected, the college is requested to provide the ICCB with the following:

1. A resolution by the local board of trustees stating that:
   a. Local board of trustees has authorized purchasing the site.
   b. The local share of funds is available.
2. Copies of three appraisals of the property by independent appraisers.
3. A copy of the feasibility study.
4. A copy of the CDB evaluation of the site.
5. A written request to the ICCB for approval to purchase the site.

These documents may be included as part of the RAMP submission.

Site Search and Selection (Secondary Site). Prior to acquisition, colleges wishing to acquire a new site and/or structure for purposes other than a primary site shall submit for ICCB consideration the following:

1. A resolution by the local board of trustees stating that:
   a. Local share of funds is available to procure the site.
   b. The programs offered have been approved by the ICCB or application for approval of these stated programs is pending.
   c. The board has studied the site/structure and programs and approves the plan.

2. Copies of at least two appraisals of the property by independent appraisers.

3. Verification that the condition of the facility is not a threat to public safety. This shall include tests for structural integrity, asbestos, toxic materials, underground storage tanks, and other hazardous conditions. (Findings regarding the existence of these hazards shall not preclude the procurement of the site/structure, but the knowledge of the hazardous condition and any costs incurred in correcting the condition shall be incorporated into the total cost of procuring the facility.)

4. Identification of the location of the site and its relationship to the main campus and to community colleges and other higher education facilities in contiguous districts.

5. Identification of all estimated costs associated with the purchase and any subsequent construction and/or rehabilitation of the site structure.

Site Purchase. When state funds are appropriated, the college will work with CDB staff to purchase the site. If local funds are being utilized, the college may proceed to purchase the site after receiving the ICCB and the IBHE approval. CDB assistance may be obtained if desired.

District Site and Construction Master Plan

Each district will be required to submit and maintain a districtwide site and construction master plan. The purpose of the plan is to appraise the ICCB of possible new permanent site locations within the district. The plan should have a three-year horizon and be updated as the local board of trustees formalizes plans to construct or acquire a new site. It should be noted that the locally approved plan must be filed with the ICCB two months prior to the request for approval of a project or site acquisition.

It is not necessary for the plan to reveal the specific location of a site to be acquired. Rather, the plan should address the need to construct a permanent facility in an area of the district which will serve a specific population. The district may state, for instance, that a skills center which includes approximately 10,000 square feet should be constructed close to the central business district. This project then would be shown on a map of the district along with the current permanent college sites. Since this is only a plan, the district will be free to modify the statement at any time. However, a new plan must be submitted to the ICCB two months prior to the request for a new project.

Specifically, the master plan should include a map of the district showing the location of all facilities owned by the district or leased for a period exceeding five years and a narrative describing the district's:

1. Current permanent facilities where additions are planned.

2. General plans for future site acquisition or acquisition/construction of permanent facilities either on the primary site or secondary sites. The location may be identified in terms of the general geographic area within the district.

3. Proposed schedule for acquiring additional sites, constructing additions to existing facilities, or acquiring/constructing new permanent facilities.

4. Intended use of all proposed site acquisitions and facility acquisition/construction.

Construction of New Facilities

Planning/Design Phase

A. Selection of Architect/Engineer. The local board of trustees may recommend an architect/engineer (A/E) to the CDB. The college must be able to document that the Quality-Based Selection (QBS) process was followed on selecting the architect, see Appendix G on QBS process. The CDB will appoint a panel to review the district's selection and recommend acceptance or rejection. If rejection is recommended, the district will have the opportunity to submit another name. Alternatively, a list of pre-qualified A/Es may be requested from the CDB to facilitate A/E selection. The final selection will be presented to the CDB to facilitate A/E selection. The final selection will be presented to the CDB for approval at its next meeting.

B. Technical Reviews. The CDB will conduct technical reviews from initial schematic drawings through final working drawings on each project. A local community college representative should attend all CDB technical review sessions to provide a continued evaluation of the design of proposed facilities as they relate to the programmatic and functional needs of the college.

Project scope and/or budget changes must be approved by the ICCB and the IBHE as specified in ICCB Rule 1501.605.

Request for Release of State-Appropriated Funds. Written notification should be given to the ICCB that the college is ready to proceed with the project. After notification is received, ICCB staff will file a request for release of funds with the CDB. The CDB then will formally request release of construction funds from the Bureau of the Budget and the Governor.

Establishment of a Trust Fund. Prior to signing the architect and/or engineering contract, the local board of trustees and the CDB will establish a joint trust account which will include funds equal to 40 percent of the A/E and construction management contracts. This trust account will cover contract obligations through the design development stage of the project. The CDB will require the full local commitment prior to the request for bid.

Bidding and Awarding of Contracts. The CDB will handle bidding and the awarding of contracts for all state-funded capital projects. Under certain circumstances, a college may engage in an intergovernmental agreement with the CDB which would allow the local district to handle the bidding and awarding of contracts. Under this arrangement, the district will not receive state funds until the agreement is formalized. Moreover, it will be liable for any funds obligated prior to entering into the agreement. In order to determine eligibility for an intergovernmental agreement, a district should contact the CDB project manager assigned to its specific project. Contracts awarded pursuant to such agreements will be subject to the State Purchasing Act.

Section 3-27.1 of the Public Community College Act mandates that contracts for repair, maintenance, remodeling, or construction over $15,000 must be awarded by competitive bids. Additionally, this section limits expenditures beyond the contract amount that are attributable to unforeseen circumstances to 10 percent of the contract amount. Changes less than 10 percent of the contract amount can be negotiated with the contractor.

Changes in Budget or Scope. The ICCB approval for changes in the budget or scope is not required if the amount of the modification does not increase or decrease the approved total by more than 5 percent. Each district is responsible for maintaining accurate and up-to-date records of change orders and modifications as each project progresses. At the completion of a project, the college will submit a reconciliation of the budget and scope to the ICCB. The reconciled amounts should total less than 5 percent of the approved budget/scope.

Changes in the ICCB approved budget and scope will require ICCB approval provided the aggregate modifications increase or decrease the budget or scope greater than 5 percent of the approve amount. The ICCB President/CEO has the authority to approve the requested change.

A request to change the budget/scope will require ICCB approval at that point when the summed total of the modifications increases or decreases the ICCB approved total budget/scope by an amount greater than 5 percent.

For instance, project A was approved for $100,000 to construct a 10,000 square foot facility. During the course of the project, a change order costing $2,000 is necessary during the first month, a second change order costing $2,000 is required during the second month, and a third order is necessary in month three which costs $3,000, and any change order will cause the project budget to increase above the $100,000 approved amount. ICCB approval is not required for change orders number 1 and 2. However, when the college learns that change order number 3 is needed it should apply to the ICCB for approval of change order number 3 only, since this would raise the total project budget to $107,000 which is more than 5 percent over the approved budget. In the event only the first two change orders are necessary, the college would provide this information in a reconciliation at the completion of the project. No ICCB approval would be required in the second scenario.

Completion of Project. Local districts will be requested by the CDB to sign Certificates of Substantial Completion by Contractors. Final acceptance of the completed project also must be signed by the college. The CDB, through its project manager, will determine and initiate action involving acceptance of substantial completion and final acceptance of the completed project.

Remodeling and Rehabilitation Projects

Local districts may request state funding for major remodeling and rehabilitation projects according to ICCB Rule 1501.603c. The ICCB and IBHE will integrate remodeling and rehabilitation projects in annual capital budget requests using the eligibility and priority criteria outlined for capital projects.

Section II

LOCALLY FUNDED CAPITAL PROJECTS

Projects Funded through Bond Sales, Tax Levies, or Accumulated Revenue

Requests for approval of locally funded projects may be submitted to the ICCB at any time, but sufficient time must be allowed for evaluation by the ICCB and the IBHE; generally this is one month. The request must be submitted and approved before planning or construction funds are expended by the local college. The request must be made via completion of an "Application for Approval of a Locally Funded New Construction Project" (see Appendix A) or an "Application for Approval of a Locally Funded Remodeling Project" (see Appendix A).

Locally funded projects will be administered by the college following ICCB and IBHE approval, although the CDB will assist or administer the project if requested to do so. A local district employee may be appointed project manager, or a professional project manager may be hired. The hiring of an architect; planning, bidding, and awarding of contracts; and supervision of the project are the responsibility of the local district. The local district is responsible not only for complying with bidding requirements, but for complying with building codes and for following other state and federal construction regulations (e.g., handicapped accessibility).

Locally Funded Project Approval Criteria and Procedures

Criteria. Locally funded capital projects are site acquisition or construction projects financed through bond sales, tax levies, or accumulated fund balances. Not all locally funded capital projects require ICCB approval. This section describes the criteria a district should consider when determining whether or not a project requires approval.

Locally funded projects not required to have ICCB approval include any project which is less than $25,000 regardless of the work being performed. This allows colleges to modify various spaces in the college to meet immediate needs. One project should not be broken into several components in an effort to avoid approval. The sum total of the component parts should be considered as a single project.

Also exempt from approval are projects which meet the definition of maintenance as specified in ICCB Rule 1501.601. This definition allows colleges to perform routine and ordinary maintenance projects without ICCB approval.

Finally, any project not creating a change in room use classification as defined in the Postsecondary Education Facilities Inventory and Classification Manual is exempt from ICCB approval. For instance, if a project simply would remodel and modernize several classrooms, then no approval is required. However, if the project, for example, resulted in a change from the classroom designation to an office designation, then the project should have ICCB approval. Whenever a change in room use classification will result from the project, ICCB approval should be obtained, provided the estimated total cost is greater than $25,000.

Regardless of whether the project requires approval, any changes in the net assignable square footage should be reported to the ICCB as an update to the Facilities Master File. Assignable square footage for each facility is an important criterion used by the ICCB when considering approval of requests for locally and state-funded projects.

Utilization of existing facilities also is a prime criterion in the approval process. These data are determined by the ICCB using the annual fall submission of S6 records and classrooms and laboratories identified on the Facilities Master File.

Procedures. The appropriate approval process for a locally funded capital project depends upon the estimated dollar value of the project. A project estimated to cost in excess of $2.5 million requires ICCB review sooner in the planning process than does a project estimated to cost less than $2.5 million.

Each project should be considered in the context of the following flowchart:

Needs--> Analysis	Development and --> Schematics	Design --> Phase	Contract and Bid --> Documents	Bids --> Solicited	Notice to Proceed

For projects in excess of $2.5 million, the ICCB is to be notified in writing concerning the district's interest in pursuing the specific project. This notification should be forthcoming upon completion of the needs analysis. The letter should state that the college has identified a need for a major capital project and include a description of the general scope of the project. The ICCB will respond to the college regarding any initial concerns with the project and will provide recommendations for subsequent action on the project.

All other projects also may be submitted after the needs analysis phase; however, this is not mandatory. If submitted at this stage of development, ICCB staff will review the project and offer appropriate feedback.

All projects require ICCB approval during the design phase of the development process. Typically, this would be midway through the project design. Request for approval must be made via completion of an "Application for Approval of a Locally Funded Construction Project." Project approval will be based on the substantial scope and programs that the college intends to offer. Budget approval will specify an acceptable range. Receipt of ICCB approval may require the college to modify the project; however, this should be possible with minimal cost for redesign and without restricting the progress of the project. Final ICCB approval is contingent upon receipt of the final project scope and budget as bid. In other words, the college should bid the project and notify the ICCB regarding the actual budget and final scope. Provided these amounts are within the ranges approved earlier, the ICCB will acknowledge the bid amounts as the official budget and scope. Any subsequent changes must be submitted for re-approval according to the criteria described for changes in project budget and scope in ICCB Rule 1501.605.

Projects Financed through Loans from Financial Institutions

When a project is financed in part by a loan from a financial institution, both the loan arrangement and the project itself must be approved by the ICCB and the IBHE (see Section 3-37 of the Act). In addition to the application for approval of the project, the local district must submit copies of the loan arrangement and other agreements which demonstrate that sources of revenue other than local taxes, student tuition, and state appropriations are sufficient to finance the construction or acquisition of the facility and to pay operating costs for the life of the installment arrangement.

Projects Financed through Gifts or Donations

Projects to be financed through gifts or donations (e.g., local foundations) are to be considered as locally funded projects and require ICCB approval.

Projects Financed through the Use of Federal Funds

Energy Conservation Grants. Colleges may apply for energy grants under the National Energy Act through the Illinois Department of Energy and Natural resources during the specified time period. If the college receives a grant, it must request ICCB and IBHE approval of the project. The ICCB will consider approval of such projects in the same manner as all other requests for capital construction.

Other Federal Grants. Colleges receiving federal grants for construction projects must request approval as outlined for a locally funded project. If the college plans to request state funds in RAMP to help defray the cost of the project, it must fund at least 25 percent of the total project cost, since the state plus federal share combined cannot exceed 75 percent. If no state funds are requested, there is no limitation on the project.

Section III

PROTECTION, HEALTH, AND SAFETY PROJECTS

Purpose

Protection, health, and safety projects are authorized by Section 3-20.3.01 of the Public Community College Act. The purpose of this funding is to alter and repair the facilities of a district such that the health and safety of the occupants may be protected, energy may be conserved, handicapped accessibility may be increased, the structural integrity of the physical plant may be preserved, or environmental hazards corrected.

General Scope

Alteration and repair projects where protection, health, and safety monies are used should be restricted in scope to those construction features or procedures which directly affect the health and safety of the facility's occupants, increase the facility's accessibility for environmentally limited persons, decrease total energy consumption, or preserve a facility's structural integrity.

Overview

Protection, health, and safety monies offer a community college a method of funding repairs and alterations as described in the General Scope when no operations and maintenance funding is available to pay for such projects. The legislative debate immediately preceding the passage of this provision specified that funds are "emergency authority in life-threatening situations to make repairs upon their facilities." Further statements specified that these funds are not to be used for "additional levy money for just plain maintenance items." Projects requested under this section of the Act will be evaluated on specific criteria and the college may be asked to provide independent documentation which demonstrates that the project falls within one of the identified categories. Projects failing to meet the criteria will not be eligible for funding under the protection, health, and safety provisions.

Specifically, each project will be evaluated on the basis of how well the parameters of the project meet the criteria listed in ICCB Rule 1501.608. Projects must demonstrate clearly that all criteria are met. This should include how the project poses a threat to the occupants, the calculations determining the energy payback period, how accessibility will be increased, or how the project will protect the structure of the buildings. For instance, if a building is not in compliance with a specific code, the code should be cited and a description included.

A fundamental approval consideration is the degree to which the problem addressed by the project was foreseeable and avoidable. The more foreseeable--and thus avoidable--the problem could have been, the less merit the project has under protection, health, and safety provisions.

Funding

Section 3-20.3.01 of the Public Community College Act provides two methods of funding protection, health, and safety projects. ICCB approval is required for either method. Upon approval, the ICCB will issue a certificate of approval authorizing the college to sell bonds or levy a tax. The law permits a college to have a total of $4.5 million in protection, health, and safety bonds outstanding at any one time. Taxes may be levied up to $.05 per $100 of equalized assessed valuation for any one year. Also, projects may be funded using both bond proceeds and tax levy authority.

The college may accumulate excess funds from approved projects whose actual costs were less than budgeted and funded. **For example**, an ICCB approved $75,000 fire alarm system upgrade project may have been completed for $65,000. The $10,000 excess funds available may be allowed to accumulate for another eligible protection, health, and safety project. However, even projects funded from excess funds require submission of a project application and ICCB approval.

Approval Process

When applying for approval of a protection, health, and safety project, the college must complete the appropriate forms (see Appendix A). The scope of work narrative of the project should include all major components involved in the repairs or alterations. This information should provide enough detail to completely and accurately define the project's scope. Each project application should include a detailed cost breakdown certified by a state-licensed architect or engineer. The programmatic justification narrative should provide enough information to demonstrate the appropriateness of using protection, health, and safety funds to finance the project. When the project is using structural integrity as the justification, the architect or engineer must certify the need using the appropriate form. Energy conservation projects require an eight-year payback in order to be eligible for protection, health, and safety funding. Calculations and certification by an architect or engineer documenting the expected payback period should be included with the application. Any additional information which will substantiate the legitimacy of the project under protection, health, and safety criteria should be submitted with the application.

Projects

Each project will be evaluated independently. The statute requires a minimum cost estimate of $25,000 in order to qualify. Projects may have several component parts as long as each of these components clearly relates to the same objective. Projects not demonstrating a common objective will be considered as separate projects. Projects which are not clearly related that are combined in order to reach the $25,000 minimum will be considered as individual projects.

Section IV

OTHER CAPITAL PROJECTS

A. Capital Renewal Grants

These grants are funded from the proceeds of the Capital Development Bond Fund which has specific restrictions on the uses of these monies. The following criteria should be considered when requesting capital renewal grants:

1. The project should provide long-term benefits.
2. The project should be durable and not consumed in use.
3. The project should significantly add to the value of the capital asset or appreciably prolong the life of the capital asset.
4. The project expenses should not be recurring.
5. The project should not be of a temporary nature.
6. A remodeling project may change the program use or significantly update the area. Redecorating should not be requested.

These projects will not be approved if new space is generated.

Capital renewal projects may include the following types of work: architectural planning and engineering (in relation to a specific repair or renovation project); demolition (in preparation for additional work); site preparation and improvement; utility work; reconstruction or improvement of existing buildings or structures; replacement of fixed equipment; and any other work which significantly increases the service potential of a building or structure.

Appropriations for capital renewal grants were made to the Capital Development Board for the Illinois Community College Board, and as in the past, the CDB will manage all grant projects. The use of CDB in-house design services may be available depending on the nature of the project and the availability of CDB staff. Colleges must request these services or those of an architectural firm.

These funds will not lapse at the end of the fiscal year and may be combined with any Build Illinois or other capital renewal funds that are unobligated.

Excerpts from ICCB rules relating to the Capital Renewal Grant are included for your information.

(Revised 11/3/99)

Administrative Rules of the Illinois Community College Board

SUBPART E: FINANCE

Section 1501.501 Definition of Terms

Capital Renewal Grants. Capital renewal grants are state grants allocated proportionally to each community college district based on the latest fall on-campus nonresidential gross square feet of facilities as certified by the ICCB. Such grants are to be utilized for miscellaneous capital improvements such as rehabilitation, remodeling, improvement, and repair; architect/engineer services; supplies, fixed equipment, and materials; and all other expenses required to complete the work.

Section 1501.516 Capital Renewal Grants

a) Districts may apply annually to the ICCB for approval of capital renewal grant projects. Requests for ICCB approval of capital renewal grant projects shall be submitted using forms prescribed by the ICCB.

b) Expenditures of funds from this grant are limited to capital renewal projects that are within the scope of the definition of capital renewal grants contained in Section 1501.501.

c) Funds received from this grant shall be accounted for in the Operations and Maintenance Fund (Restricted) [see Section 1501.511(a)(7)].

d) Other sources of funding may be added to capital renewal grant funds to finance larger projects.

e) Projects shall be designed and constructed to meet all applicable facilities codes as specified in Section 1501.603(f).

f) Authority to approve capital renewal grant projects is delegated to the ICCB or its Executive Director (subsequently changed to President/CEO).

B. ADA-Access for All Grant

These grants are funded from the proceeds of the Capital Development Bond Fund which has specific restrictions on the uses of these monies. The following criteria should be considered when requesting ADA grants:

1. The project should provide long-term benefits.

2. The project should be durable and not consumed in use.

(Revised 11/3/99)

3. The project should significantly add to the value of the capital asset or appreciably prolong the life of the capital asset.

4. The project expenses should not be recurring.

5. The project should not be of a temporary nature.

6. Any remodeling project should improve accessibility of district programs and services to students, faculty, and staff.

7. Any project should bring the college into compliance with the Illinois Accessibility Code, 71 Illinois Administrative Code 400, and the Environmental Barriers Act [410 ILCS 25).

These projects will not be approved if new space is generated.

ADA projects may include the following types of work: ADA study/evaluation, architectural planning and engineering (in relation to a specific renovation project); demolition (in preparation for additional work); replacement of fixed equipment; and any other work which increase accessibility for students, staff, and faculty and brings the college into compliance with the Illinois Accessibility Code and the Environmental Barriers Act.

The following types of expenditures will not be approved for ADA project funding: ADA moveable equipment, remodeling/renovations which do not make programs and services accessible for students, faculty, and staff, and remodeling/renovations not consistent with the requirements of the Illinois Accessibility Code and the Environmental Barriers Act.

Appropriations for ADA-Access for All grants were made to the Capital Development Board for the Illinois Community College Board, and as with Capital Renewal funded projects, the CDB will manage all grant projects. The use of CDB in-house design services may be available depending on the nature of the project and the availability of CDB staff. Colleges must request these services or those of an architectural firm.

These funds will not lapse at the end of the fiscal year and may be combined with any Build Illinois or capital renewal funds that are unobligated.

ICCB Policy Guidelines for Restricted Grant Expenditures and Reporting are included for your information.

(Revised 11/3/99)

Illinois Community College Board

Policy Guidelines for Restricted Grant Expenditures and Reporting

ADA Access for All

Purpose of Grant. ADA-Access for All funding are state grants allocated proportionally to each community college district based on a $25,000 district base grant with the remaining funds distributed on the weighted average gross square feet of space as certified by the ICCB. Such grants are to be utilized for improvements to facilities which bring the district into compliance with the requirements of the Illinois Accessibility Code, 71 Illinois Administrative Code 400 and the Environmental Barriers Act [410 ILCS 25]. Such improvements should address accessibility of students, staff, and faculty to programs and services offered by the college.

Allowable Expenditures. Improvements to the existing physical facilities to improve access of students, faculty, and staff such as:

- *ADA study/evaluation, if needed*
- *remodeling and rehabilitation including planning, and architect/engineering fees*
- *door modifications*
- *restroom modifications*
- *wheelchair ramp additions/improvements*

Expenditure Limitations. All expenditures should serve to improve access of programs and services to students, faculty, and staff and bring the college into compliance with the Illinois Accessibility Code and the Environmental Barriers Act.

Grant Administrative Standards.

An application shall be submitted to the ICCB on forms prescribed by the ICCB before the start of any work.

No work shall begin until contracts for the architect/engineer and contractors have been awarded by the Capital Development Board.

Normally, these funds are administered by the Capital Development Board and will only be recognized as a completed asset but if the college should receive any funds directly they shall be accounted for in the Operations and Maintenance Fund (Restricted) [see Section 1501.511(a)(7)].

Capital renewal grant funds and ADA-Access for All funds may be combined to maximize the efficient use of the ADA-Access for All funds.

Section V

CREDIT FOR PREVIOUSLY CONSTRUCTED OR ACQUIRED FACILITIES WHICH ARE INITIALLY LOCALLY FUNDED

On September 18, 1978, the ICCB certified $28.5 million in eligible credits and resolved to discontinue in the future the practice of approving locally funded projects for future state reimbursement credit. The amount certified by the ICCB represents an eligible credit which will be applied only toward the 25 percent local funding share of a state-funded capital project. This credit will be applied toward the local share by ICCB staff when developing the annual capital budget request. Credits do not represent funds available for appropriation to a district and are not applicable to any other type of project.

Section VI

MATCH CONTRIBUTION - APPROVAL OF SPENDING LOCAL FUNDS TO MEET THE 25 PERCENT MATCH REQUIREMENT

At times the college may request approval of a project component (i.e., planning, a portion of state-funded construction/remodeling request) to be funded locally and performed before the project receives state funding (see Section I - Community College Capital RAMP). Where a project meets certain criteria, the college may request approval to apply the locally funded costs of that component toward the 25 percent match requirement of the total project. The college should make their request in writing, and it should be submitted with the locally funded project application. In order to be approved as a match contribution, the following criteria shall be met.

1. The project toward which the 25 percent match is to be satisfied must be on the ICCB recommended state-funded capital project list.
2. The request shall meet an immediate/urgent need of the district/college.
3. The component requested must be part of the scope of work narration of the project on the ICCB recommended state-funded capital project list.

The IBHE must approve of the match contribution, and the college will need to contact the Capital Development Board in order to keep them apprised of the work performed and how it relates to the proposed project requested on the ICCB recommended state-funded capital project list.

The college should keep in mind that approval of a match contribution is not a commitment of state dollars to the project on the ICCB recommended state-funded capital project list and will therefore only be allowed as a match specifically to that one specific state-funded capital project request. In no case will the match contribution serve to increase the state's share of a state-funded project above 75 percent. If the project never receives state funding, the match contribution approval is null and void. The match contribution cannot be applied to unrelated capital project requests. Further, a match contribution is not a "construction credit." See the section on construction credits for an explanation.

If a match contribution has been approved, the college should report the approved match contribution as local match on subsequent RAMP requests until the project has received state funding or the college decides not to pursue state funding.

Section VII

CONSTRUCTION DEFECTS OR DEFICIENCIES

A local district may request state funding for the entire cost of repairing or replacing state-funded facilities deemed to be unsafe or unhealthy if the problem has been caused by defective materials, workmanship, or design. Such a request normally is included with the RAMP submission but may be submitted to the ICCB at any time. The request must include information concerning the apparent problem and the results of any tests or studies made by college officials or professional architects or engineers (see Section 5-12 of the Act).

The ICCB will submit necessary information concerning the problem to the CDB. The CDB will evaluate the problem with staff and professional architects/engineers. If the problem is judged to be unhealthy and/or unsafe, and if it was caused by defects or deficiencies in original construction or design, the CDB will be asked to certify the problem as a construction defect or deficiency. If the project is certified, state funds will be requested to correct the problem.

Section VIII

LEASING OF FACILITIES

Leases of Five Years or Less

Local district officials may lease or rent facilities for time periods of five years or less at their own discretion, and do not require ICCB approval. Copies of local board of trustees action on such leases or rentals should be kept on file for state auditing purposes. However, leases five years or less with automatic or unilateral renewal options by either party generally are considered as greater than five years and will require ICCB approval. See the Section VIII, subsection entitled "Leases Longer than Five Years" for required information for ICCB consideration for approval.

Leases Longer than Five Years

In accordance with Section 3-38 of the Act, the local district shall request ICCB approval for any lease of rooms, buildings, or land for longer than five years. Such a request will specify location, size, need, and intended use of facilities. A copy of the proposed lease should accompany the request.

The ICCB will consider the request based on a study of the lease document, the college's justification of need, and the ability of the college to operate and maintain the additional space.

A request for approval of a lease which either transfers ownership or provides for an option to purchase land and buildings at the end of the lease term shall demonstrate that the college's justification of need and their ability to operate the additional space is not a temporary need and is in the best interests of the college.

Section IX

HANDICAPPED ACCESSIBILITY REQUIREMENTS

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, as Amended

The Americans with Disabilities Act was signed into law in July 1990. This law is a wide ranging civil rights statute that prohibits discrimination against people with disabilities. Colleges were introduced to the issue of accessibility with the passage of the Rehabilitation Act of 1973. The regulations implementing Section 504 of that act become effective in June 1977 and required that no handicapped individual shall solely by reason of the handicap be denied benefits of or be subjected to discrimination under any program receiving federal financial assistance. In order to comply with this regulation, the concept of program accessibility was used and colleges designed a plan to provide programmatic accessibility to handicapped students. The ADA of 1990 is even more comprehensive in that it contains requirements for new construction, alterations or renovations to buildings and facilities, communications, transportation, and requires reasonable modifications of policies and practices that may be discriminatory.

Requests for handicapped accessibility projects must be submitted to the ICCB and the IBHE for approval as outlined for other capital projects. These projects may be submitted for state funding, or they may be locally financed. Qualifying projects may be submitted for up to 75 percent state funding. CDB technical assistance must be utilized if state funding is requested. Section 3-20.3.01 of the Public Community College Act (protection, health, and safety) also provides for funding such projects.

Illinois Accessibility Code (Title 71 Ill. Admin. Code, Ch. 1, Section 400)

This code is applicable for both locally and state-funded projects when new construction, alterations, additions, historic preservation restorations, or reconstruction is undertaken. Leased facilities constructed after May 1, 1988, should be in compliance with the minimum requirements of the code. Leased buildings constructed prior to May 1, 1988, should be in compliance with the accessibility code applicable at that time.

Section X

INSURANCE OF FACILITIES

The CDB requires that contractors providing services to the state provide builders risk and fire and casualty insurance for facilities being constructed, renovated, or remodeled. This insurance will be carried until the project reaches substantial completion or the facility is occupied by the college. It is the college's responsibility to obtain insurance for the facility at substantial completion or occupancy. Insurance on locally funded projects is the total responsibility of the local college from start of construction.

Section XI

PROGRESS REPORTS

In accordance with ICCB Rule 1501.607 and Section 5-10 of the Act, the local district shall submit a construction progress status report for all projects as of January 1 of the current year on forms provided by the ICCB. Such reports shall be submitted by January 31 of each year through completion of the project, with the final cost of the project reported when a project reaches 100 percent completion. The Statement of Final Construction Compliance for PHS Projects and the Statement of Final Completion of State and Locally Funded Projects (see Appendix C) for all other projects should be completed and mailed with the progress status report when a project reaches 100 percent completion.

Section XII

DEMOLITION OF BUILDINGS

When a college-owned facility is to be demolished, the college should notify the ICCB in writing prior to demolition of the structure. The notification should include the extent to which the razed facility will affect the square footage in the college's Facilities Master File. For instance, if the facility to be removed is a temporary classroom consisting of 1,000 net assignable square feet, the notice should indicate the fact that total temporary facilities will be reduced by 1,000 net assignable square feet. This information must be sent to the college's MIS coordinator so that local facility files will reflect accurately the square footage of campus facilities.

Appendix A

Project Application Forms

(Revised 11/3/99)

CAPITAL PROJECT APPLICATION FORM

(One Application Form per Project)

District/College and District # _____

Contact Person _____ Phone # _____

Project Title _____

Project Budget $_____ ( ) check ✓here if the proposed project is to be financed with a combination of local, state, federal, foundation gifts, etc and disclose on funding attachment 2

Date _____

Application Type (check the appropriate application type and follow instructions):

____Locally Funded New Construction--complete/submit Sections I, II, and II.
____ Locally Funded Remodeling--complete/submit Sections I and III.
____Locally Funded New Construction and Remodeling--complete/submit Sections I, II, and III.
____Protection, Health and Safety--complete/submit Section I and Attachment PHS.
____Capital Renewal Project--complete/submit Section I and the Architect Recommendation form.
____ADA Project--complete/submit Section I, Attachment ADA, and Architect Recommendation form.

Section I (submit for ALL project approval requests)

A. Board of trustees action--attach a copy of the local board's resolution and certified minutes

B. A detailed description identifying the scope of work to be accomplished (*complete the narration section and attach*)

C. A detailed description of the project's programmatic justification (*complete the narration section and attach*)

D. Board of trustees approved budget (*use the appropriate format on Attachment #1*)

E. Funding source (*use the appropriate format on Attachment #2*)

Section II

A. Is the requested project included in the District Site and Construction Master Plan? (See ICCB Rule 1501.602c for a definition of such a plan) Yes ____ No ____

If no, please update your District's Site and Construction Master Plan and submit to the ICCB. Anticipated date of completion_____

B. Submit the new square footage allocation (*use Square Footage Summary Attachment*)

C. Has the site been determined professionally to be suitable for construction purposes? Yes _____ No _____

If yes, how was suitability determined (i.e., soil borings, inspection for hazardous materials, etc.)_____
_____

Section III

A. Submit the remodeled square footage allocation (*use Square Footage Summary Attachment*)

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Programmatic Justification and Scope of Work

INSTRUCTIONS FOR COMPLETION OF THE PROGRAMMATIC JUSTIFICATION NARRATIVE

These instructions are intended to provide the college with a baseline of the type of information to describe the programmatic benefits of the proposed project. The length of the programmatic description should reflect the magnitude and complexity of the proposed project. Descriptions of work to be performed should be addressed in the Scope of Work section.

A narrative setting forth the specific purposes for which the project is requested must be presented. The programmatic justification should clearly describe the project explaining the rationale, the instructional areas affected, and functional relationships between instruction and the project. To assist in the development of a clear and concise programmatic justification, the following questions are presented for consideration. A programmatic justification does not necessarily lend itself to a question and answer format. The programmatic justification narrative should provide answers to the following questions for ICCB staff to better understand the project and consider it for approval.

1. What will the proposed project accomplish?

2. State how the project will meet the instructional objectives of the college.

3. How will the new or remodeled space better serve instructional/programmatic areas as compared to existing facilities?

4. What facilities are already available to meet the above-referenced objectives? (Should be reflected on the Square Footage Summary form if remodeling existing facilities.)

   A. What is the current utilization rate of space designated for this instructional/ programmatic area?
   B. Why are existing facilities considered inadequate? Describe the condition of existing space designated for this instructional/programmatic area.
   C. What factors are driving the need for new space? State the factors/conditions such as changes in enrollment patterns or enrollment mix, insufficient or inadequate types of space, an emerging local district issue/relationship/partnership, etc., which demonstrates programmatic need.

5. Is the project a part of the college master plan? (If not, explain why it is a priority and is the master plan being updated?)

Square footage discussed and explained in this section should also be reported on the Square Footage Summary form.

Programmatic Justification

Provide an explanation of the programmatic impact of the proposed project.

INSTRUCTIONS FOR COMPLETION OF THE SCOPE OF WORK NARRATIVE

These instructions are intended to provide the college with a baseline of the type of information to describe the construction/work elements of the project. The length of the scope of work description should reflect the magnitude and complexity of the proposed project. Descriptions of the programs residing in the effected space should be addressed in the Programmatic Justification Narrative section.

This narrative is a statement setting forth the proposed work and defining the design parameters. The scope of work narrative should explain the nature of the work to be performed, general building conditions, and a site analysis. To assist in the development of a clear and concise scope of work narrative, the following questions are presented for consideration. A scope of work narrative does not necessarily lend itself to a question and answer format. The scope of work narrative should provide answers to the following questions for ICCB staff to better understand the project and consider it for approval.

1. What does the project include? Clearly describe the site(s), building(s), room(s), structure(s), equipment, utilities, land, and site improvements (i.e. landscaping, parking lot areas/spaces) affected by this proposed project. Describe the project using the applicable budget categories listed in Attachment #1 Project Budget. Clearly identify the name and address of any structures included in the project.

2. How does the proposed project relate to other ongoing or proposed projects?

3. Are there any state or federal rules or regulations which may impact the project budget? (IEPA, Historic Preservation, etc.) If so, be sure that costs of compliance are included in the estimated project costs?

Scope of Work

Provide an explanation of the specific work to be performed as part of this project.

Attachment #1
Project Budget

Check One:

- ☐ **New Construction**
- ☐ **Remodeling**

Project Name _____

	Budget Amounts	
	New Construction	Remodeling
Land		N/A
Site Development		N/A
Construction (including Fixed Equipment)		
Mechanical		
Electrical		
General Conditions		
Contingency (10%)		
A/E Professional Fees		
Total		

Protection, Health, and Safety Project Name _____

	Budget Amounts
Project Costs	
Contingency	
A/E Professional Fees	
Total	

Attachment #2
Funding Source

District/College Name _____

Project Name _____

Check the source(s) of funds:

Available fund balance (Including excess funds from previously approved protection, health, and safety projects)	_____ Fund name (s): _____
Bond Proceeds (including protection, health, and safety bonds)	_____ Type of bond issuance (s): _____
Protection, Health, and Safety Tax Levy (ILCS 805/3-20.3.01)	_____ Tax rate/fiscal year: _____
Contract for Deed (ILCS 805/3-36)	_____ Term of Contract for Deed in months:_____
Lending Arrangement with a Financial Institution (ILCS 805/3-37)	_____ Term of Lending Arrangements in months:___
Lease Agreement (ILCS 805/3-38)	_____ Term of Lease in months: _____
Capital Renewal Funding	_____ Proposed Fiscal Year Source(s): _____
ADA Access for All Funding	_____ Proposed Fiscal Year Source(s): _____

Attachment PHS

Protection, Health, and Safety Signature/Certification Page

	Check if Applicable
Energy Conservation Certification (see attachment, if applicable)	_____
Structural Integrity Certification (see attachment, if applicable)	_____
Budget Certification (see attachment, always required)	_____
Feasibility Study Identifying Need of the Project	_____
Other Documentation which May Support the Justification of this Project	_____

We certify we have examined this application for the approval of a protection, health, and safety project, as defined in the project narration (programmatic and scope), the certifications listed above and any other documentation which may support this project as being eligible to be funded through a protection, health, and safety tax levy or from the proceeds of a protection, health, and safety bond issuance, as referenced in Attachment #2 (Funding Source).

Further, we certify the Board has approved the architect's recommended budget, as referenced in Attachment #1 (Project Budget) and this project(s) meets the requirements of 110 ILCS 805/3-20.3.01 of the Act for proposed project(s) to make repairs or alterations which provide for the protection, health, and safety of students, faculty, and visitors.

Approved by the _____ Board of Trustees

Date _____

Signed _____, Chairperson

_____, Secretary

PROTECTION, HEALTH, AND SAFETY PROJECT

Budget and Certification

Name and address of architect/engineer providing the estimate:

I certify that the recommended construction project description and cost figures referred to herein were prepared by me or under my supervision, and to the best of my knowledge the description of the existing conditions and cost funds become available. I further certify that the project has been designed to meet the codes and standards required in Illinois Community College Board Rule 1501.603 and meets the qualifications for an eligible protection, health, and safety project as defined in Section 3-20.3.01 of the Public Community College Act.

_____ _____

Architect/Engineer's Signature Date

_____

Illinois Registration or License Number

Seal

Proposed budget: Use Attachment #1 and provide additional budget information on a separate sheet of paper, if necessary, to further explain the project budget.

PROTECTION, HEALTH, AND SAFETY PROJECT

Structural Integrity

Name and address of architect/engineer providing the estimate:

I certify that the proposed project is necessary because the current condition of the facility poses a threat to the structural integrity of the facility.

_____ _____

Architect/Engineer's Signature Date

_____

Illinois Registration or License Number

Seal

PROTECTION, HEALTH, AND SAFETY PROJECT

Certification for Energy Conservation

Name and address of architect/engineer providing the estimate:

I certify that the methods and calculations used to determine the estimated energy usage, cost savings, and payback period, as submitted in the attached, meet or exceed those prescribed by industry standards. I further certify that the historic energy costs used in these calculations reflect accurately those of the college.

_____ _____

Architect/Engineer's Signature Date

_____

Illinois Registration or License Number

Seal

Square Footage
Summary Attachment

Square Footage Summary

District/College Name _____

Project Name _____

Identify the increased square footage associated with a new construction project or provide a detailed summary of the space affected by this project. If additional explanation is necessary, please include in the scope of work narrative.

Net Assignable Square Feet

	New Square Footage	Existing Square Footage	Remodeled Square Footage
Classrooms			
Laboratories			
Offices			
Study			
Special Use			
Support			
Other			
Total NASF			
Total Gross Square Feet (GSF)			
Efficiency (NASF / GSF)*	%	%	%

*Minimum acceptable efficiency is 70 percent.

Architect Recommendation Form

ARCHITECT RECOMMENDATION FORM

(To Be Submitted For Capital Renewal or ADA proposed projects)

1. Provide your preference for architectural and/or engineering services:

___ Capital Development Board in-house services (skip to 2)
___ Capital Development Board to select A/E firm (skip to 2)
___ Using an A/E firm with whom we have a satisfactory relationship. *Attach a separate letter which states the projects completed over the last five years by the A/E firm and the college's satisfaction with that work. List the A/E firm below (only one needed).*
___ College recommended A/E firm (must supply the name, address, phone number, and contact person of your top three choices).

1st Choice: _____ 2nd Choice: _____

3rd Choice: _____

Provide the following if the A/E firm was college recommended:

The firm recommended _____ *(is or is not)* CDB certified as a minority business enterprise/female business enterprise company.

The firm recommended was chosen using a quality-based selection process.
___ Yes ___ No

If A/E firm will use a consultant, please provide the following information:

Name of consultant/firm _____
Type of work to be performed (mechanical, electrical, etc.) _____
Percentage of work estimated to be completed by a consultant _____
___ Minority or ___ Female owned business? Yes or No

2. Please attach a copy of the local board minutes approving the project.

Please return this form along with any attachments and the board minutes to:

Edward Smith
Director for System Finances
Illinois Community College Board
401 East Capitol Avenue
Springfield, Illinois 62701-1711

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Attachment ADA

ADA - ACCESS FOR ALL PROJECT

Budget and Certification

Name and address of architect/engineer providing the estimate:

I certify that the recommended accessibility project description and cost figures referred to herein were prepared by me or under my supervision, and to the best of my knowledge the description of the existing conditions and costs are true and accurate. I further certify that the project has been designed to meet the codes and standards required in Illinois Community College Board Rule 1501.603 and meets the qualifications for a Disabilities Act accessibility project as defined in the Illinois Accessibility Code , 71 Illinois Administrative Code, 400 and the Environmental Barriers Act [410 ICLS 25].

_____ _____

Architect/Engineer's Signature Date

_____

Illinois Registration or License Number

Seal

Proposed budget: Use Attachment #1 and provide additional budget information on a separate sheet of paper, if necessary, to further explain the project budget.

Appendix B

Sample Board Resolutions

The following sample board resolution is for illustrative purposes only and is intended to highlight key elements needed for approval of a protection, health, and safety funded project. The sample resolution clearly identifies what the source of funding will be to finance the project, the college's approval of the project, and the college's ability or lack of ability to pay for such project from the Operation and Maintenance Fund of the district. The college should consult their legal counsel if questions arise about contents of their resolution for specific projects.

Resolution to Approve Protection, Health, and Safety Projects

A. **Whereas**, pursuant to the provisions of the statutes of the State of Illinois, Community College District *#123*, is authorized to complete necessary projects dealing with health or safety of students, employees or visitors; and

B. **Whereas**, there is a need for repair and alteration of certain facilities of ABC Community College District *#123*; and

C. **Whereas**, Section 3-20.3.01 of the Public Community College Act authorizes the Board of Trustees, by proper resolution which specifically identifies the projects, to levy a tax to pay for such repairs or alterations upon the equalized assessed value of all the taxable property of the district at a rate not to exceed .05 percent per year for a period sufficient to finance such repairs or alterations; and

D. **Whereas**, Section 3-20.3.01 of the Public Community College Act authorizes the Board of Trustees, by proper resolution which specifically identifies the projects, to sell protection health and safety bonds, not to exceed 4.5 million dollars, for such repairs or alterations and levy a tax sufficient to retire said outstanding bond issue over a period of years; and

E. **Whereas**, the Board has received reports from a licensed professional architect that there are the following projects at ABC Community College which require repair and alterations, as defined in ICCB Rule 1501.601; and

F. **Whereas**, those projects recommended for repair and alterations are:

1. Project #1 Name — Project #1 Budget Amount
2. Project #2 Name — Project #2 Budget Amount

G. **Whereas**, the Board certifies these projects also meet the requirements of 805/3-20.3.01 of the Public Community College Act and are necessary projects for energy conservation, health or safety, environmental protection, or handicapped accessibility and not routine maintenance projects.

Now, be it resolved by the Board of Trustees of ABC Community College District *#123*, as follows:

1. The recitals set forth above are incorporated herein and made a part hereof.

2. The physical facilities described in the project(s) set forth above require alterations or repairs and are necessary to remove a health or safety hazard to the students, employees, or visitors of ABC Community College.

3. There are not sufficient funds available in the Operation and Maintenance Fund of ABC Community College to complete the project(s) set forth above.

4. The cost of the project set forth above, as determined in the certified estimate of a licensed architect, is not less than $25,000 and shall be financed in accordance with RECITAL C or RECITAL D ***(specify which one)***, as stated above, in the total dollar amount of $ _____.

5. Properly completed application forms shall be completed and forwarded to the President/CEO of the ICCB for approval of the above-referenced project(s).

Appendix C

Statements of Final Completion of State and Locally Funded Projects and Final Construction Compliance for PHS Projects

Statement of Final Completion of State and Locally Funded Projects

Name and address of architect/engineer providing the Statement of Final Completion:

Final cost and scope of the project:

Approved Budget $_____ Actual Cost $_____

Approved Scope:		Actual Scope:
Classrooms	_____	_____
Laboratories	_____	_____
Offices	_____	_____
Study	_____	_____
Special Use	_____	_____
Support	_____	_____
Other	_____	_____

I have reviewed the originally approved construction program, cost estimate, actual construction work in place, and contractor's pay records, and hereby certify that to the best of my knowledge the project has been constructed within the original or amended budget and has met applicable plans, codes, and specifications.

_____ _____

Architect/Engineer's Signature Date

_____

Illinois Registration or License Number

Seal

_____

District Official's Signature

_____

Date

Protection, Health, and Safety Project

Statement of Final Construction Compliance

Name and address of architect/engineer providing the Statement of Final Construction Compliance:

Final cost of the project:

Approved Budget $_____ Actual Cost $_____

I have reviewed the originally recommended construction program, cost estimate, actual construction work in place, and contractor's pay records, and hereby certify that to the best of my knowledge the project has been constructed within the original or amended budget and has met applicable plans, codes, and specifications.

_____ _____

Architect/Engineer's Signature Date

_____

Illinois Registration or License Number

Seal

Approved by the _____ Board of Trustees

Date _____

Signed _____, Chairperson

_____, Secretary

Appendix D

Facilities Codes

Facilities Codes

All construction, remodeling, and rehabilitation of facilities, whether funded through local sources, are required to be in compliance with the latest editions of the following codes (ICCB Rule 1501.603f2).

1. Uniform Building Code (International Conference of Building Officials, Whittier, California) or Building Officials and Code Administrators (Building Officials and Code Administrators International, Inc., Homewood, Illinois).

2. Basic Mechanical Code (Building Officials and Code Administrators International, Inc., Homewood, Illinois).

3. National Electrical Code (National Fire Protection Association, Quincy, Massachusetts).

4. Illinois Plumbing Code (77 Ill. Adm. Code 890).

5. Illinois Accessibility Code (71 Ill. Adm. Code 400)

6. National Fire Protection Association 101 Life Safety Code (National Fire Protection Association, Quincy, Massachusetts).

7. ASHRAE 90A Energy Conservation in New Building Design (American Society of Heating, Refrigeration, Air Conditioning Engineers, Atlanta, Georgia).

8. Any local building codes that may be more restrictive than the codes listed above.

9. Any items not covered in the codes listed above will be designed on the basis of generally accepted standards for the community or institutions of higher education.

10. Fire Protection Code (41 Ill. Adm. Code 100).

Appendix E

ICCB Rules - Subpart F: Capital Projects

Administrative Rules of the Illinois Community College Board

SUBPART F: CAPITAL PROJECTS

Section 1501.601 Definition of Terms

Alter. To remodel or modify a facility, without changing its original purpose or adding to its total dimensions, that would have been constructed differently had existing handicapped accessibility, energy conservation, or environmental protection laws, codes, or standards [as specified in Section 1501.603(f)(2)] been in effect at the time of construction.

Building Efficiency. "Building efficiency" is the ratio of the total net assignable square feet (NASF) of a building, which includes the interior of classrooms, class laboratories, offices, study areas, libraries, special or general use areas, and supporting areas for each of these space types, to the total gross square feet (GSF) of a building, which includes circulation areas, custodial areas, mechanical areas and structural areas plus the NASF as defined above.

Capital Project Design Phase. The design phase of a capital project includes development of detailed architectural plans, specifications, and cost estimates.

Capital Project Needs Assessment. Capital project needs assessment is the initial conceptualization and justification of the scope of the project.

Credits. "Credits" are capital project local contribution allowances certified by the ICCB at its Board meeting on September 18, 1987.

Facility. Any physical structure or entity that is necessary for the delivery of the district's programs and related services.

Hazard. A hazard is a risk or peril resulting from unsanitary conditions, deficiencies in codes specified in Section 1501.603(f)(2), conditions increasing the risk of fire, or conditions otherwise endangering human life to a degree greater than normal.

Licensed Architect or Engineer. An architect or engineer licensed by or registered with the Illinois Department of Professional Regulation.

Locally Funded. A "locally funded" project is a capital project funded totally from local district bond issues, local district operating funds, federal grants, foundation or other grants, gifts, student fees, or any nonstate-appropriated source.

Maintenance Project. A maintenance project is one which keeps a facility or asset in efficient operating condition, preserves the condition of the property, or restores property to a sound state after prolonged use.

Primary Site. A primary site includes any site constituting a campus as defined in Section 1501.301.

Repair. To rehabilitate or return a facility to its original condition after damage or deterioration, without changing its original purpose or adding to its total dimensions, when the condition of the facility poses a hazard to individuals or threatens the structural integrity of the facility.

Scope. "Scope" is a term relating to the parameters of the project, primarily the physical dimensions of the project and the function of space included therein.

Secondary Site. A secondary site is any location where the district maintains a permanent presence, but does not meet the criteria of a primary site.

State-Funded. A "state-funded" project is a capital project partially or fully funded with a state appropriation.

Structural Defect/Deficiency Project. A "structural defect/deficiency" project is a capital project which has a defect or deficiency directly attributable to inadequate design or construction, or defective construction materials.

Section 1501.602 Approval of Capital Projects

a) Notwithstanding any provision to the contrary [see subsection b and Section 1501.604(b)], requests for approval of capital projects shall be submitted to the ICCB on the forms prescribed by the ICCB.

b) A project requiring the expenditure of state or local funds for purchase, construction, remodeling, or rehabilitation of physical facilities at a primary or secondary site shall have prior ICCB approval, except the following: (1) locally funded projects that meet the definition of a maintenance project as defined in ICCB Rule 1501.601, or (2) locally funded projects that result in no change in room use, or (3) locally funded projects for which the total estimated cost is less than $25,000.

c) A District Site and Construction Master Plan shall be filed with the ICCB by January 1, 1991. The purpose of the plan is to apprise the ICCB of possible primary site new construction and secondary site acquisition/construction plans for the next three years throughout the district. The plan should be updated, as needed, to ensure that any project submitted for approval has been reflected in the district plan on file with the ICCB at least two months prior to submission of the project. Any primary site new construction or secondary site acquisition/construction projects must be reflected in the plan in order to receive consideration for approval. The plan, at a minimum, shall consist of a map of the district showing the location of all facilities owned by the district or leased for a period exceeding five years and a narrative describing the district's:

1) Current permanent facilities where additions are planned.

2) General plans for future site acquisition or acquisition/construction of permanent facilities either on the primary site or secondary sites. The location may be identified in terms of the general geographic area within the district.

3) Proposed schedule for acquiring additional sites, constructing additions to existing facilities, or acquiring/constructing new permanent facilities.

4) The intended use of all proposed site acquisitions and facility acquisition/construction.

d) The authority to approve locally funded projects is delegated to the Executive Director (subsequently changed to President/CEO) of the ICCB, who shall in turn report such actions to the ICCB.

Following are proposed amendments to ICCB Rule 1501.603:

Section 1501.603 State-Funded Capital Projects

a) Projects Eligible to Receive State Funds. State funds may be requested for capital projects, both those to be purchased and those to be constructed, as defined herein. The funds shall be requested prior to construction and may include or consist of architectural and engineering fees associated with the project. Such projects shall consist of:

1) Buildings, Additions, and/or Structures (including fixed equipment). Types of buildings that may be included are:

A) Administration and student personnel services facilities.
B) Central utility facilities.
C) Classrooms.
D) Fine and applied arts classrooms and laboratories.
E) Libraries.
F) Occupational, technical, and semi-technical laboratories, shops, and classrooms.
G) Other structures used for the operation and maintenance of the campus.
H) Physical education instructional facilities.
I) Science laboratories and related science facilities.
J) Student areas appropriate to the needs of a commuter institution, including food services, lounge areas, study areas, storage lockers, child care facilities, and facilities for student activities such as newspaper editing and student government.

2) Land.

3) Movable Equipment.

4) Utilities (those beyond a five foot perimeter of buildings).

5) Remodeling or Rehabilitation of Existing Facilities. Such projects include provision for:

A) Access for handicapped students.
B) Emergency repairs (including construction defects/deficiencies).
C) Energy conservation.
D) Programmatic changes.

6) Site Improvements.

A) Clearance.
B) Drainage.
C) Earth movement.
D) Finish grading, seeding, landscaping.
E) Other work required to make land usable as a building site.
F) Parking.
G) Streets and walkways.

7) Planning. A building project may be divided into sub-projects with planning funds (architect or engineering fees) requested for one fiscal year and construction funds requested in a subsequent year.

b) Application Criteria for New Construction Projects at the Primary Site. In order for capital projects for new construction to be considered for state funding, the following requirements shall be met:

1) The information required under Section 1501.510(a) shall have been submitted.

2) Certification of local board approval of the project(s) requested shall be provided.

3) Certification shall be provided that funds or credits are available to provide the local share of the project(s) in accordance with Articles IIIA and V of the Act.

4) Certification shall be provided that a suitable construction site is available. Suitability is determined through a site feasibility study and a Capital Development Board technical evaluation. The feasibility study shall address, at a minimum, the following:

A) The location of the site in relation to geography and population of the entire district and in relation to sites of the district's other colleges.

B) The impact on the surrounding environment, including the effect of increased traffic flow.

C) Accessibility to the site by existing and planned highways and/or streets.

D) Cost of development of the site in relation to topography, soil condition, and utilities.

E) Size of the proposed site in relation to projected student population (as determined by census data) and land cost.

F) The number, location, and characteristics (types of terrain, geography, roadway access, and suitability of the site for building purposes) of alternative sites considered.

G) The location of the site in relation to existing institutions of higher education.

5) Requests for site acquisition shall include a local board of trustees authorization to purchase the site, a copy of the feasibility study, a local board of trustees resolution that local funds are available, a copy of the Capital Development Board evaluation, three appraisals of the property, and a written request for ICCB approval in addition to the information requested in the Resource Allocation and Management Plan/Community Colleges (RAMP/CC).

6) Evidence of need for the space requested shall be provided either on a general enrollment basis as specified in Section 1501.603(e)(4)(C) or a specific program need basis as specified in Section 1501.603(e)(4)(D).

7) The project shall be within the mission of a community college as set forth in Section 1-2(e) of the Act.

(c) Application Criteria for Remodeling and Rehabilitation Projects. Projects to remodel and rehabilitate a facility shall require submittal of the following:

1) An application on forms prescribed by the ICCB.

2) Certification of local board approval of the project(s) requested.

3) Certification that funds or credits are available to provide the local share of the project(s) in accordance with Articles IIA and V of the Act.

4) A summary detailing the effects of the remodeling on space usage (classrooms, laboratories, offices...).

5) A justification statement regarding the need to remodel.

d) Application Criteria for Secondary Site Projects. Projects for the acquisition/ construction of a new site and/or structure for purposes other than a primary site

facility and projects for acquisition of sites and/or structures adjacent to the primary site shall require submittal of the following:

1) A resolution by the local board of trustees stating that:

A) Local funds or credits are available to provide the local share of the project(s) in accordance with Articles IIA and V of the Act.

B) The programs offered have been approved by the ICCB and Illinois Board of Higher Education (IBHE) or approval of these stated programs by those boards is pending.

2) Copies of at least two appraisals of the property.

3) Verification that the condition of the facility is not a threat to public safety. This shall include tests of structural integrity, asbestos, toxic materials, underground storage tanks, and other hazardous conditions. (Findings regarding the existence of these hazards shall not preclude the procurement of the site/structure but the knowledge of the hazardous condition and any costs incurred in correcting the condition shall be incorporated into the total cost of procuring the facility.)

4) Identification of the location of the site and its relationship to the main campus, community college facilities in contiguous districts, and other higher education facilities in contiguous districts.

5) Identification of all estimated costs associated with the purchase and any subsequent construction and/or rehabilitation of the site/structure.

e) Project Priority Criteria. All projects must meet requirements as stated in ILCS 805/5-3 and 5-4. Capital project priorities will be established within the categories named in Section 1501.603(a) according to the following criteria:

1) New Facilities: The acquisition of buildings/additions/structures through construction of new facilities or purchase of existing facilities. Includes planning, qualifying fixed and moveable equipment as necessary to support the new facility, land acquisition required for the facility, and any site improvements or utility work necessary to support the facility. All requests for new facilities must meet the criteria specified in either Rule 1501.603(b) for new construction at a primary site or 1501.603(d) for secondary site projects.

Each of the following criteria will be considered in establishing priorities for new facilities:

A) Type of space to be constructed (in priority order):

i) Instructional, study, office and student areas (all weighted equally):

- Instructional space including basic classrooms, lecture halls, seminar rooms and other rooms used primarily for scheduled instruction, both credit and noncredit. These rooms may contain multimedia or telecommunications equipment. Space utilized as classroom service, i.e., projection rooms, telecommunication control booths, closets, etc., are included. **(FICM Codes 110 -115).** Instructional space also includes laboratory facilities, both class and open, used for instructional purposes and service areas that serve as an extension of the activities of the laboratory **(FICM Codes 210 - 255)**.

- Study areas including all library facilities, any rooms or areas used by individuals at their convenience, general learning labs, and any service areas necessary to support the activities of these rooms. **(FICM Codes 410 - 455).**

- Office facilities that provide work areas to support the academic, administrative, and service functions of the colleges. Also includes rooms such as student counseling rooms and testing areas, staff conference rooms, file rooms, and break rooms **(FICM Codes 310 - 355)**.

- Student service areas include general use facilities such as child care facilities **(FICM Codes 640 and 645)**, food service facilities **(FICM Codes 630 and 635)**, lounge facilities **(FICM Codes 650 and 655)**, merchandise areas such as bookstores, student supply stores, or ticket outlet services **(FICM Codes 660 and 665)**, and rooms utilized for recreation and amusement **(FICM Codes 670 and 675)**. Meeting rooms used by the institution or the general public for a variety of nonclass meetings also are included **(FICM Codes 680 and 685)**.

ii) Support areas including central administrative computer and telecommunications rooms, maintenance shops, garages, warehouses, and storage facilities **(FICM Codes 710 - 765)**.

iii) Assembly areas including theaters, auditoriums, arenas, exhibition rooms, and concert halls used primarily for general presentations or performances. Includes areas that serve as an extension of the activities in that facility **(FICM Codes 610 - 625)**.

iv) Physical education areas used for physical education instructional programs, intercollegiate, and recreational activities. Includes areas such as gymnasia, athletic courts, swimming pools, and other special use athletic facilities **(FICM Codes 520, 523, and 525). (Does not include specific classrooms more appropriately classified under FICM code series 100.)**

v) Special use facilities not included elsewhere such as armory, armory services, media production services, clinics, etc. **(FICM Codes 510, 515, and 530-590)**.

B) Core Campus Considerations. Priorities will be assigned to colleges who do not have adequate core campus components in place. A core campus generally consists of classrooms, laboratories, student services, day care, learning resources/library, business and industry training services and facilities to support high enrollment programmatic areas.

C) Space Criteria/Considerations.

- Utilization of Existing Space. Priorities will be assigned so that the higher utilization rate generated by weekly instructional hours for credit and noncredit courses offered at permanent locations owned by the college (college holds title, lease purchase, or purchasing contract for deed), the higher the priority will be assigned. Instructional hours are defined as those enrollments generated by students taking credit and noncredit courses.

- Space per Student. Requests for space will be assigned priorities so that the less existing permanent space per student available at facilities owned by the college (college holds title, lease purchase, or contract for deed), the higher the priority assigned to the project.

D) Program Considerations. Consideration will be given to the need for special facilities based on the programs to be housed in the requested facilities. Priorities will be assigned so that the greater the need for special facilities, the higher the priority. Criteria evaluated for need will include (not in priority order) but not be limited to:

i) Documented need as evidenced by the college's accountability and productivity reviews.
ii) Labor market demand for completers of the program (as indicated by current manpower data).
iii) Unavailability of special facilities needed for the program.
iv) Other special needs or measures as described in the program justification statement submitted by the college with the project request.

2) Remodeling or Rehabilitation of Existing Facilities. Remodeling or rehabilitation projects will be evaluated on (1) structural considerations **and/or** programmatic considerations and (2) core campus considerations, if applicable to project. Requests for remodeling or rehabilitation projects must meet the criteria specified in Rule 1501.603(c). The following criteria will establish the order of remodeling/ rehabilitation projects:

A) Structural Considerations (in priority order).

i) Those projects which will reduce physical health and safety hazards to the student body and staff (e.g., structural defects/deficiencies, handicapped modifications).

ii) Overall condition of space and/or other structural integrity considerations.
iii) Those projects which will result in financial and/or natural resource savings (e.g., energy conservation).
iv) Those projects which will result in the development of more efficient utilization of existing space.

B) Program Considerations. Consideration will be given to the need for remodeling or rehabilitation of facilities based on the programs to be housed in the facilities. Priorities will be assigned so that the greater the need for remodeling or rehabilitation the higher the priority. Criteria evaluated for need will include (not in priority order), but not be limited to:

i) Documented need as evidenced by the college's accountability and productivity reviews.
ii) Labor market demand for completers of the program (as indicated by current manpower data).
iii) Unavailability of special facilities needed for the program.
iv) Other special needs or measures as described in the program justification statement submitted by the college with the project request.

C) Core Campus Considerations. Priorities will be assigned to colleges who demonstrate the need for remodeling or rehabilitation of existing core campus components due to either structural integrity issues or increased demand for services. A core campus generally consists of classrooms, laboratories, student services, day care, learning resources/ library, business and industry training services and facilities to support high enrollment programmatic areas.

3) Land. Requests for state funds for land purchases not related to new facilities acquisition will be evaluated based on the need to support existing campus facilities and services. Requests must meet applicable criteria specified in Rule 1501.603(b) for land purchases at the primary site or Rule 1501.603(d) for secondary site projects.

4) Utilities. Utilities projects (beyond a five foot perimeter of buildings) not related to new facility acquisition will be evaluated based on the need to support existing campus facilities and services.

5) Site Improvements. Site improvements not related to new facilities acquisition will be evaluated in conjunction with the facilities to which they relate and other demonstrated need.

6) Additional consideration may be given to the priority ranking of a project if it had previous ICCB approval for planning or construction.

f) Construction Standards. The following standards shall be applied in the design and construction of facilities:

1) Building Efficiency. Campuswide building efficiency should be at least 70 percent. However, individual buildings may be below this level if they are high-rise (four or more floors), include a large number of small classrooms and/or labs, or if a large portion of the building is designed for custodial or mechanical purposes to serve the entire campus.

2) Facilities Codes. All construction, remodeling, and rehabilitation of facilities shall be in compliance with the following standards:

A) Uniform Building Code (International Conference of Building Officials, Whittier, California, 1988 or BOCA Basic/National Building Code, 1987 Edition (Building Officials and Code Administrators International, Inc., Country Club Hills, Illinois).

B) BOCA Basic/National Mechanical Code, 1987 Edition (Building Officials and Code Administrators International, Inc., Country Club Hills, Illinois).

C) National Electrical Code (National Fire Protection Association, Quincy, Massachusetts, 1988).

D) Illinois Plumbing Code (77 Ill. Adm. Code 890).

E) Illinois Accessibility Code (71 Ill. Adm. Code 400).

F) Fire Prevention and Safety (41 Ill. Adm. Code 100).

G) National Fire Protection Association 101 Life Safety Code (National Fire Protection Association, Quincy, Massachusetts, 1988).

H) ASHRAE 90-80 Energy Conservation in New Building Design (American Society of Heating, Refrigeration, Air Conditioning Engineers, Atlanta, Georgia, 1980).

I) Any local building codes that may be more restrictive than the code listed above.

Section 1501.604 Locally Funded Capital Projects

a) All locally funded capital projects shall meet the same codes or standards listed in Section 1501.603(f)(2).

b) Requests for ICCB approval of locally funded capital projects shall be submitted using forms prescribed by the ICCB. All locally funded capital projects must receive prior ICCB approval except those meeting any one of the following criteria:

1) A project which meets the definition of a maintenance project as specified in Section 1501.601.

2) A project which does not create a change in room use.

3) A project which is less than $25,000 regardless of the work being performed.

c) Requests for ICCB approval of locally funded capital projects shall be submitted to the ICCB according to the following criteria:

1) All capital projects other than those excluded in Section 1501.604(b) require ICCB approval during the design phase of the project.

2) Capital projects estimated to cost in excess of $2.5 million shall be reported to the ICCB following a project needs assessment.

3) The final budget and scope of the project shall be reported to the ICCB after bids are received but before contracts are awarded. If the budget or scope exceeds that approved by the ICCB, the project shall be resubmitted for approval.

d) Application Criteria for New Construction Projects at the Primary Site. Applications for new construction projects submitted to the ICCB shall have attached to them the following:

1) A copy of the resolution or motion passed by the local board of trustees approving the budget and scope of the project.

2) A statement identifying the source of local funds for the project.

3) For primary sites, certification shall be provided that a suitable construction site is available. Suitability is determined through a site feasibility study. The feasibility study shall address, at a minimum, the following:

A) The location of the site in relation to geography and population of the entire district and its relation to sites of the district's other colleges, community college facilities in other contiguous districts, and other higher education facilities in contiguous districts.

B) The impact on the surrounding environment, including the effect of increased traffic flow.

C) Accessibility to the site by existing and planned highways and/or streets.

D) Cost of development of the site in relation to topography, soil condition, and utilities.

E) Size of the proposed site in relation to projected student population (as determined by census data) and land cost.

F) The number, location, and characteristics (types of terrain, geography, roadway access, and suitability of the site for building purposes) of alternative sites considered.

4) Requests for primary site acquisition shall include three appraisals of the property.

5) Evidence of need for the space requested shall be provided either on a general enrollment basis as specified in Section 1501.603(e)(4)(C) or a specific program need basis as specified in Section 1501.603(e)(4)(D).

6) The project shall be within the mission of a community college as set forth in Section 1-2(e) of the Act.

e) Application Criteria for Projects Funded in Accordance with Section 3-37 of the Act. In addition to the above, applications for projects proposed for funding in accordance with Section 3-37 of the Act must include:

1) A copy of the proposed lease agreement showing that income is sufficient to pay the costs of constructing or acquiring and operating and maintaining the facility for the life of the installment loan arrangement entered into by the college.

2) A copy of the loan arrangement entered into by the college showing the installment costs to be incurred by the college.

3) Any other agreement between the college and another group which commits funds toward the project by that group.

f) Application Criteria for Remodeling and Rehabilitation Projects. Projects to remodel and rehabilitate a facility shall require submittal of the following:

1) A copy of the resolution or motion passed by the local board of trustees approving the budget and scope of the project.

2) A statement identifying the source of local funds for the project.

3) A summary detailing the effects of the remodeling on space usage (classrooms, laboratories, offices...).

4) A justification statement regarding the need to remodel.

g) Application Criteria for Secondary Site Projects. Projects for the acquisition/ construction of a new site and/or structure for purposes other than a primary site facility and projects for acquisition of sites and/or structures adjacent to the primary site shall require submittal of the following:

1) A resolution by the local board of trustees stating that:

   A) Funds are available to procure the site.
   B) The programs offered have been approved by the ICCB and IBHE or approval of these stated programs by those boards is pending.

2) Copies of at least two appraisals of the property.

3) Verification that the condition of the facility is not a threat to public safety. This shall include tests of structural integrity, asbestos, toxic materials, underground storage tanks, and other hazardous conditions. (Findings regarding the existence of these hazards shall not preclude the procurement of the site/structure but the knowledge of the hazardous condition and any costs incurred in correcting the condition shall be incorporated into the total cost of procuring the facility.)

4) Identification of the location of the site and its relationship to the main campus, community college facilities in other contiguous districts, and other higher education facilities in contiguous districts.

5) Identification of all estimated costs associated with the purchase and any subsequent construction and/or rehabilitation of the site/structure.

h) Construction projects for use by the college which are financed in whole or in part by college foundations are to be submitted for ICCB approval as locally funded projects.

Section 1501.605 Project Changes

Changes in budget and/or scope to approved construction projects shall be submitted for approval according to the following criteria:

a) Changes in budget/scope totaling five percent or less of the approved project budget/scope shall be reconciled at the completion of the project and submitted to the ICCB for information purposes.

b) When changes in the project budget/scope have reached 5 percent, any subsequent change modifying the budget/scope of the project shall require approval by the ICCB Executive Director (subsequently changed to President/CEO), prior to expenditure of funds on the additional work. The criteria which the ICCB Executive Director (subsequently changed to President/CEO) will use for approving changes in the project budget/scope will be the same as are listed in Sections 1501.603 and 1501.604 above.

Section 1501.607 Reporting Requirements

Each college shall submit the items listed below in a format prescribed by the ICCB and according to the schedules indicated:

a) Progress reports of all construction projects by January 1 of each year.

b) Course resource data showing the facilities used by each course offered for credit during the fall term within thirty (30) days after the end of the term.

c) An inventory of its facilities and an update of this inventory annually as of the fall term within sixty (60) days after the end of the fall term.

Section 1501.608 Approval of Projects in Section 3-20.3.01 of the Act

Projects proposed for construction under the provisions of Section 3-20.3.01 of the Act shall meet the criteria listed below.

a) Each proposed project shall meet the definition of "alter" or "repair" in Section 1501.601.

b) Each proposed project shall meet the definition of "facility" in Section 1501.601 and be owned by the district or leased where the district has assumed the obligation to make alterations or repairs.

c) Each proposed project shall not be considered a maintenance project.

d) Projects to repair facilities shall be for the purpose of correcting a hazard.

e) Each proposed project shall be one which is estimated by a licensed architect or engineer to cost $25,000 or more, and if financed through bonds in accordance with Section IIIA of the Act, is estimated by a licensed or registered architect or engineer to cost no more than $1,500,000. A project may have several component parts if these components clearly relate to the same objective.

f) Each proposed project shall have prior approval of the ICCB or its Executive Director (subsequently changed to President/CEO).

g) Each proposed energy conservation project shall provide an estimated "pay back" of eight years or less as certified by a licensed architect or engineer.

h) Each project shall meet the codes specified in Section 1501.603(f)(2).

i) An application for each proposed project shall be submitted to the ICCB for approval on forms prescribed by the ICCB and shall include all of the following:

1) A certified copy of a lawful order of any federal, state, county, or municipal agency having authority in statute or ordinance to regulate the protection, health, or safety of individuals as such relate to community college facilities; a licensed architect or engineer's certification that the present condition of the facility poses a threat to the structural integrity of the facility; or a copy of the resolution indicating that the local board of trustees has determined that the

proposed project is necessary for energy conservation, health or safety, environmental protection, or handicapped accessibility purposes.

2) A copy of a statement that, in the judgment of the local board of trustees, there are not sufficient funds available in the Operations and Maintenance Fund of the district to fund the project.

3) A certified copy of a licensed architect or engineer's estimated budget of the cost and scope of the project.

4) A copy of the local board of trustees' action authorizing the project.

Section 1501.609 Completion of Projects Under Section 3-20.3.01 of the Act

When completed, each project shall be certified by a licensed or registered architect or engineer as having been constructed within the budget and having met applicable plans, codes, and specifications.

Section 1501.610 Demolition of Facilities

A district may demolish a facility owned by the district. The ICCB shall be notified upon demolition of the facility.

Appendix F

Postsecondary Education Facilities Inventory and Classification Manual (PEFI&CM)-Chapter 4 and Portions of Chapter 5

CHAPTER 4

BUILDING DEFINITIONS AND DATA ELEMENTS

This chapter provides the technical definitions, measurement procedures, and coding structures for building data elements. The interrelationships between these components of building area are illustrated by the conceptual framework in Figure 1. The technical definitions and codes for the room use categories are found in Chapter 5.

Definitions Of Building Areas[7]

The definitions and procedures provided in this chapter are intended to clarify and provide guidelines for the most commonly used types of data to be collected and compiled on buildings. These guidelines are based on the definitions and standards established during the 1960s for the Federal Construction Council and published by the National Academy of Sciences. The Federal Construction Council standards were intended for use by federal agencies, but they have been widely adopted and used by colleges and universities.

The definitions and guidelines in this chapter attempt to clarify and update some of the earlier standards by providing additional guidance on how to interpret and apply measurement procedures. The guidelines also are intended to establish a common standard for the minimum amount of data to be included in a building inventory in order to provide a database that is usable for both intra-institutional and inter-institutional purposes. *Institutions are not precluded by these guidelines from collecting additional building data or from including other types of structures in their facilities inventory.*

1. Gross Area

   A. *Definition:* The sum of all areas on all floors of a building included within the outside faces of its exterior walls, including floor penetration areas, however insignificant, for circulation and shaft areas that connect one floor to another.

   B. *Basis for Measurement:* Gross area is computed by physically measuring or scaling measurements from the outside faces of exterior walls, disregarding cornices, pilasters, buttresses, etc., which extend beyond the wall faces. Exclude areas having less than a six-foot, six-inch clear ceiling height unless the criteria of a separate structure are met. (See the sections in Chapter 2 on buildings to be included in the inventory.)

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[7]Source: Federal Construction Council Technical Report No. 50 (Publication 1235), *Classification of Building Areas*, National Academy of Sciences, Building Research Advisory Board.

FIGURE 1: Conceptual Framework for Analyzing Building Space

<table>
<tr><td colspan="11">Gross Area</td></tr>
<tr><td colspan="10">Net Usable Area</td><td rowspan="11">Structural Area is:

Residual Amount of Gross Less Net Usable</td></tr>
<tr><td colspan="9">Assignable Area</td><td rowspan="10">Nonassign-able Consists of:

1.Building Service Area

2.Circula-tion Area

3.Mechan-ical Area</td></tr>
<tr><td colspan="9">Classified By: 1. Room Use Category</td></tr>
<tr><td>Classroom</td><td>Laboratory</td><td>Office</td><td>Study</td><td>Special Use</td><td>General Use</td><td>Support</td><td>Health Care</td><td>Residential</td><td>Unclass-ified</td></tr>
<tr><td colspan="9">2. Academic Discipline, Institutional Unit Assignment, or Program</td></tr>
<tr><td colspan="9">Categories Determined by Institution
(For external data sharing and reporting, a "crosswalk" to the NCES Classification of Instruction Programs is recommended.)</td></tr>
<tr><td colspan="9">3. Standard Functional Codes</td></tr>
<tr><td>Instruction</td><td>Research</td><td>Public Service</td><td>Academic Support</td><td>Student Services</td><td>Institutional Support</td><td>Physical Plant O & M</td><td>Auxiliary Enter-prises</td><td>Independent Operations</td><td>Hospitals</td></tr>
</table>

Measured in terms of gross square feet (GSF),

Gross Area = Net Usable Area + Structural Space.

C. *Description:* In addition to all the internal floored spaces obviously covered above, gross area should include the following: excavated basement areas; mezzanines, penthouses, and attics; garages; enclosed porches, inner or outer balconies whether walled or not, if they are utilized for operational functions; and corridors whether walled or not, provided they are within the outside face lines of the building, to the extent of the roof drip line. The footprints of stairways, elevator shafts, and ducts (examples of building infrastructure) are to be counted as gross area on each floor through which they pass.

D. *Limitations:* Exclude open areas such as parking lots, playing fields, courts, and light wells, or portions of upper floors eliminated by rooms or lobbies that rise above single-floor ceiling height.

E. *Exception:* Include top, unroofed floor of parking structures where parking is available. (See the section on Parking Structures at the end of this chapter.)

2. **Assignable Area (Net Assignable Square Feet — NASF)**

A. *Definition:* The sum of all areas on all floors of a building assigned to, or available for assignment to, an occupant or specific use.

B. *Basis for Measurement:* Assignable area is computed by physically measuring or scaling measurements from the inside faces of surfaces that form the boundaries of the designated areas. Exclude areas having less than a six-foot, six-inch clear ceiling height unless the criteria of a separate structure are met. (See the section, Buildings To Be Included, in Chapter 2.)

Measured in terms of assignable square feet (ASF),

Assignable Area = Sum of Area Designated by the Ten Assignable Major Room Use Categories.

C. *Description:* Included should be space subdivisions of the ten major room use categories for assignable space — classrooms, labs, offices, study facilities, special use, general use, support, health care, residential and unclassified—that are used to accomplish the institution's mission.

D. *Limitations:* Deductions should not be made for necessary building columns and projections. Areas defined as building service, circulation, mechanical, and structural should not be included.

3. **Nonassignable Area**

A. *Definition:* The sum of all areas on all floors of a building not available for assignment to an occupant or for specific use, but necessary for the general operation of a building.

B. *Basis for Measurement:* Nonassignable Area is computed by physically measuring or scaling measurements from the inside faces of surfaces that form the boundaries of the designated areas. Excludes areas having less than six-foot, six-inch clear ceiling height unless the criteria of a separate structure are met.

Measured in terms of area,

Nonassignable Area = Sum of the Area Designated by Three Nonassignable Room Use Categories.

C. *Description:* Included should be space subdivisions of the three nonassignable room use categories—building service, circulation and mechanical—that are used to support the building's general operation.

D. *Limitations:* Deductions should not be made for necessary building columns and projections. Areas defined as assignable should not be included.

4. **Building Service Area**

A. *Definition:* The sum of all areas on all floors of a building used for custodial supplies, sink rooms, janitorial closets, and for public rest rooms. (NOTE: Building service area includes all areas previously classified as custodial area. Building service area also includes public rest rooms that were previously classified as mechanical area. Building Service Area does not include assignable areas (e.g., areas classified as 730-Central Storage and 870-Central Supplies are not part of Building Service Area).

B. *Basis for Measurement:* Building service area is computed by physically measuring or scaling measurements from the inside faces of surfaces that form boundaries of the designated areas. Exclude areas having less than a six-foot, six-inch clear ceiling height unless the criteria of a separate structure are met.

C. *Description:* Included should be janitor closets or similarly small cleanup spaces, maintenance material storage areas, trashrooms exclusively devoted to the storage of nonhazardous waste created by the building occupants as a whole, and public toilets.

D. *Limitations:* Deductions should not be made for necessary building columns and

minor projections. Areas defined as central physical plant shop areas, or special purpose storage or maintenance rooms, such as linen closets and housekeeping rooms in residence halls, should not be included. Does not include private rest rooms.

5. **Circulation Area**

A. *Definition:* The sum of all areas on all floors of a building required for physical access to some subdivision of space, whether physically bounded by partitions or not.

B. *Basis for Measurement:* Circulation area is computed by physically measuring or scaling measurements from the inside faces of surfaces that form the boundaries of the designated areas. Exclude areas having less than a six-foot, six-inch clear ceiling height unless the criteria of a separate structure are met.

C. *Description:* Included should be, but is not limited to, public corridors, fire towers, elevator lobbies, tunnels, bridges, and each floor's footprint of elevator shafts, escalators and stairways. Receiving areas, such as loading docks, should be treated as circulation space. Any part of a loading dock that is not covered is to be excluded from both circulation area and the gross building area. A loading dock which is also used for central storage should be regarded as assignable area and coded as central storage (730). Also included are corridors, whether walled or not, provided they are within the outside facelines of the buildings to the extent of the roof drop line.

D. *Limitations:* Deductions should not be made for necessary building columns and minor projections. When determining corridor areas, only spaces required for public access should be included. Restricted access private circulation aisles used only for circulation within an organizational unit's suite of rooms, auditoria, or other working areas should not be included.

6. **Mechanical Area**

A. *Definition:* The sum of all areas on all floors of a building designed to house mechanical equipment, utility services, and shaft areas.

B. *Basis for Measurement:* Mechanical area is computed by physically measuring or scaling measurements from the inside faces of surfaces that form the boundaries of the designated areas. Exclude areas having less than six-foot, six-inch clear ceiling height unless the criteria of a separate structure are met.

C. *Description:* Included should be mechanical areas such as central utility plants,

boiler rooms, mechanical and electrical equipment rooms, fuel rooms, meter and communications closets, and each floor's footprint of air ducts, pipe shafts, mechanical service shafts, service chutes, and stacks.

D. *Limitations:* Deductions should not be made for necessary building columns and projections. Areas designated as private toilets are not included.

7. **Net Usable Area**

A. *Definition:* The sum of all areas on all floors of a building either assigned to, or available for assignment to, an occupant or specific use, or necessary for the general operation of a building.

B. *Basis for Measurement:* Net usable area is computed by summing the assignable area and the nonassignable area.

Measured in terms of net usable square feet (NUSF),

Net Usable Area = Assignable Area + Nonassignable Area.

C. *Description:* Included should be space subdivisions of the ten assignable major room use categories and the three nonassignable space categories.

D. *Limitations:* Deductions should not be made for necessary building columns and projections. Areas defined as structural should not be included.

8. **Structural Area**[8]

A. *Definition:* The sum of all areas on all floors of a building that cannot be occupied or put to use because of structural building features.

B. *Basis for Measurement:* Precise computation by direct measurement is not possible under these definitions. It is determined by calculating the difference between the measured gross area and the measured net usable area.

Measured in terms of area,

Structural Area = Gross Area - Net Usable Area.

C. *Description:* Examples of building features normally classified as structural areas

[8]Referred to as "construction area" in TR-50.

include exterior walls, fire walls, permanent partitions, unusable areas in attics or basements, or comparable portions of a building with ceiling height restrictions, as well as unexcavated basement areas.

Other Building Information

1. **Estimated Replacement Cost**

   A. *Definition:* The estimated cost to replace the building at the time of inventory.

   B. *Basis for calculation:* Determined in terms of the cost to replace the building's gross floor area at current construction costs in accordance with current building and public safety codes, and standard construction methods. *The Engineering News Record*, R.S. Means[9], or Boeckh[10] are examples of frequently used sources of information for determining construction cost indices. The selected source of information should be locally determined. The replacement cost of *fixed* equipment in the building should be included.

2. **Condition**

   A. *Definition:* The physical status of the building at the time of the inventory or audit, based on the best judgment of those persons familiar with the physical characteristics and condition of the campus.

   B. *Derivation:* The most useful facilities management information is produced when the inventory or audit rates each subsystem of a building. This approach documents the building's overall composite rating and provides information about needed repairs or replacements. A facilities audit should tie subsystem and overall composite ratings to the estimated building replacement value to provide a rough estimate of the cost of rehabilitating or renovating the facility.[11]

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[9]R.S. Means Company, Inc., Construction Consultants and Publishers, publishes an historical cost index. In addition, the Commercial/Industrial/Institutional section of one of the Means' manuals contains base building costs per square foot or floor area for seventy model buildings.

[10]The Boeckh Division of the American Appraisal Company computes a construction cost index that appears applicable to the mix and types of buildings found on college and university campuses. The index is reported in the *Higher Education Price Indexes* by Research Associates of Washington (Washington, D.C.).

[11]For a simple approach to procedures and categories rating facility subsystems, see Kaiser, H.H., *Facilities Audit Workbook: A Self-Evaluation Process for Higher Education*, Alexandria, VA, 1987, Association of Physical Plant Administrators of Universities and Colleges.

C. *Description:* Building condition has the following categories:

i.	Satisfactory	Suitable for continued use with normal maintenance.
ii.	Remodeling - A	Requires restoration to present acceptable standards without major room use changes, alterations, or modernizations. The approximate cost of Remodeling-A is not greater than 25% of the estimated replacement cost of the building.
iii.	Remodeling - B	Requires major updating or modernization of the building. The approximate cost of Remodeling-B is greater than 25%, but not greater than 50% of the estimated replacement cost of the building.
iv.	Remodeling - C	Requires major remodeling of the building. The approximate cost of Remodeling-C is greater than 50% of the replacement cost of the building.
v.	Demolition	Should be demolished or abandoned because the building is unsafe or structurally unsound, irrespective of the need for the space or the availability of funds for a replacement. This category takes precedence over categories i-iv. If a building is scheduled for demolition, its condition is recorded as Demolition, regardless of its condition.
vi.	Termination	Planned termination or relinquishment of occupancy of the building for reasons other than unsafeness or structural unsoundness, such as abandonment of temporary units or vacating of leased space. This category takes precedence over categories i-iv. If a building is scheduled for termination, its condition is recorded as Termination, regardless of its condition.

3. **Building Ownership Status**

A. *Definition:* The type of ownership and relation of title holder to institution.

B. *Description:* The following categories illustrate types of ownership status; these may also be used as codes for ownership status in the facilities inventory data base.

i. Owned in fee simple.

ii. Title vested in the institution and being paid for on an amortization schedule (regardless of whether the building is shared with another institution or organization).

iii. Title vested in a holding company or building corporation to which payments are being made by the institution; title will ultimately pass to the institution (includes lease-purchase arrangements).

iv. Not owned by the institution, but leased or rented to the institution at a typical local rate.

v. Not owned by the institution, but made available to the institution either at no cost or at a nominal rate.

vi. Not owned by the institution, but shared with an educational organization that is not a postsecondary institution.

vii. Not owned by the institution, but shared with another postsecondary educational institution.

viii. Other (e.g., not owned by the institution, but shared with a noneducational institution).

Note: For some institutional purposes and external sharing of data, it may be appropriate to collapse categories v through viii into a single category of "Other, not owned by the institution, including facilities shared with other entities."

Parking Structures

Due to the absence of guidance in previous editions of this manual, parking structures or decks are classified differently by institutions across the country. Because these structures may represent a large portion of campus facilities space, the specific method for classifying these areas can have significant impacts on campus-level statistics. For interinstitutional comparisons and surveys, it is recommended that parking structure data, if considered important to the study, be maintained and reported separately on a predefined and agreed upon basis. Three different methods of classifying parking structures currently prevail:

1. Classification With Assignable And Gross Square Footage

This method determines statistics for the structure which are commensurate with all other major inventoried campus buildings (i.e., assignable space, gross square footage, estimated replacement cost, etc.). Standard nonassignable areas (building service, circulation, and mechanical) are appropriately classified, and parking space square footage is assigned the 740-Vehicle Storage Facility room use code. Other standard assignable areas (offices, etc.) are classified with the appropriate room use codes. Ramps and other driving areas are classified as nonassignable circulation areas; upper level unroofed parking areas are classified as assignable (see 740) space.

2. Classification With Gross Square Footage Only

Many institutions maintain only building-level data for parking structures and do not classify parking areas as assignable space. Instead, parking areas are classified as nonassignable space. Standard assignable areas within the parking structure, such as offices, may be appropriately classified. Only the gross area recorded within the building file becomes a significant square footage statistic. Institutions may also maintain parking structure data separately from the formal building and room inventory files.

3. Classification With Neither Gross Nor Assignable Square Footage

Under this system, parking decks are considered as part of the campus infrastructure and are managed with other "parking facilities." As a result, they are not classified as buildings, and neither gross nor assignable square footage data for these structures is defined within the campus building or room inventories. As with buildings, stadium seating, unroofed swimming pools, radio/TV towers, etc., parking decks are classified as a separate subcategory of "structure."

CHAPTER 5

ROOM USE CODES

The Room Use Category Structure

This chapter provides the technical definitions and codes for the Room Use Category Structure (RUCS) recommended by this manual as a major component of a building and room inventory system. The ten major room use categories of assignable space defined in this chapter (and the coding structure for these categories) are intended to provide necessary flexibility in coding room use at the institutional level and to provide appropriate comparability in reporting room uses across institutions.

The basic categories and principles of this Room Use Category Structure are consistent with those earlier editions of the *Facilities Inventory and Classification Manual*. Specifically:

1. The categories should encompass all types and uses of assignable area found in campus buildings. Although some uses of space may be of less interest than others, the omission of any space may lead to the inadvertent exclusion of important data. The code for "other" unspecified uses (see 590) should be used only as a category of last resort.

2. The coding system should provide meaningful and comparable summary data. That is, the definitions of room uses should be sufficiently specific to give reasonable assurance that all institutions will map or crosswalk comparable rooms to the same category.

3. The coding scheme should be sufficiently flexible to allow for *alternate* or *expanded* (through subcategories) *coding systems* that track more specific areas of assignable and (if desired) nonassignable space; these schemes may be developed and applied by various institutions according to choice. The coding system also should be sufficiently definitive to support logical collapsing, translation, or crosswalking from these optional room use classifications.

4. The structure should provide a dimension of standardization and compatibility for comparisons across institutions and states.

5. The entire focus of definitions is on the actual room (primary or predominant) *use* at the time of inventory. Room *intent*, *design*, *type*, *name*, *organizational unit assignment*, or *contained equipment* does not, therefore, affect the coding classification unless it is compatible with actual use.

In following these principles, this edition of the Room Use Classification Structure represents an update or modernization of the 1973 structure. Definitions have been made clearer, descriptions expanded, and limitations made more specific to delineate more clearly the differences among room uses. Because the original definitions were very logically conceived, most "new" uses still fit within the existing structure. As a result, few significant changes, additions, or deletions were necessary to keep the categories current.

Several of the basic concepts inherent in this classification structure require more detailed explanation, as provided below.

Primary Use

If a room inventory system is designed for only one room use code for a room or area, application of the principle of *primary use* is recommended. For a room that is used as both an Office (310) and a Research/Nonclass Laboratory (250), a single determination according to primary use should be made. It is recommended that *primary* be evaluated in terms of *time*, the human activity element which focuses on *use*, rather than *space*. In the event that time of use is not available, the amount of space allocated to each activity or function should be the determining factor. Where multiple room use codes are accommodated in a system, prorations may be used (see the discussion of proration in Chapter 2). Institutional facilities inventory personnel should be accurate in determining the actual *use(s)* of the room in order to apply the correct code(s). Categorization by use is distinctly separate from the specific classification of a room by function (see Appendix 2) or academic discipline (see Appendix 3).

Service Codes

Support or service codes are used to reduce the hundreds of support room use categories to a small set of service codes. The use of a code ending in "5" to represent *support space* for a *primary activity* area, with a corresponding code ending in "0" (e.g., 315 serves 310), enhances both the analytic usefulness and flexibility of the room use coding structure.

Distinguishing *primary activity* areas from *service* areas may occasionally become difficult. Because it is impossible to describe comprehensively each code in the description section with examples of primary and service areas, a few "gray areas" for decision making will inevitably emerge with unlisted or "new" room names, designs and uses. Two paths to decision are suggested:

1. A close reading of the definition, description and limitations for both the primary (e.g., 710) and service (e.g., 715) codes. A thorough study of any examples listed could be especially helpful by revealing room relationships and function or use similarities.

2. Determining whether the existence of a particular room, with its specific functions and uses, is dependent upon, or justified by, another (usually nearby) room and its specific use. If this is not the case (the room is nondependent), the primary activity code is logically appropriate (e.g., a room containing a mainframe would be coded 710). If a significant degree of dependency exists (i.e., the room is largely justified only by the existence of another room), the service code is appropriate (e.g., a printout or tape storage room should be coded 715). In all such cases, a focus on room *relationships* can help clarify room use definitions, descriptions, and codes.

Room Name

Room name, whether colloquial or part of a formally applied syntax, can be useful to institutional users of the facilities room inventory. Reliance on local room names, however, can cause problems in applying correct room use categories. Depending on the room it serves, a "balance room," for example, can take any of three laboratory service codes; likewise, "storage" areas can fall into almost any service code category for the same reason and are only occasionally limited to the 730-Central Storage category.

The room's actual use must meet the stated definition before an accurate coding can be made. A room that is called the "old physics lab" should be coded as a laboratory *only* if it is used as a laboratory; if it is used, however, as an office storage area, then the room should be coded 315 (Office Service). Determination of the actual and current *use* of a room is necessary for accurate coding.

Local or colloquial room names may, nonetheless, be useful data elements for identifying many rooms and their locations. Institutions may choose to maintain the formal room use code names in this manual as a separate data element or, using supporting software in automated systems, generate the formal names based on the numerical codes (e.g., code 210 automatically generates the code name "Class Laboratory").

Local Options For Additional Codes

Room use codes represent the recommended central or core concepts for classifying the assignable space, *by use*, within campus facilities. An outline of room use codes is available in table 3. They do not attempt to meet the varied local institutional needs for tracking or defining space by physical design or characteristics, contained special equipment, specific person or organizational unit assignment, control authority, or discipline orientation. For example, no distinctions are made between:

1. Centrally controlled versus departmentally controlled classrooms.

2. Offices for research staff versus offices for instructors.

3. Study rooms with special study equipment or tools versus study rooms containing only tables and chairs.

4. Locker rooms serving a gym versus locker rooms serving a shop.

5. Private rest rooms serving an office versus storage rooms serving the same office.

Institutions may make such distinctions by "extending" the coding structure with interval or suffixed codes (i.e., for additional coding). It may be useful to modify the 410 code by the addition of a code 413 or 410M, for example, to track study rooms that are equipped with expensive microcomputers that are used as study tools. These additional codes may be aggregated back to the 410 as needed. A globally assigned suffix (e.g., "M") may even be used to flag *every* room containing one or more microcomputers. Locker rooms and private rest rooms, which are service areas with special physical characteristics, may just as easily be earmarked by selected, additional codes according to particular needs.

The coding structure separates specific room *use* from control by, or assignment to, any campus organizational unit or division, function, or academic discipline. Additional coding structures are frequently used for more specific classification of rooms in these categories. Special physical characteristics (see Appendix 4) and degrees of room suitability (see Appendix 5) are also more appropriately defined in separate classification systems.

For those institutions that have developed room *use* codes that tie to or include meanings within any of these separate classification systems, it is recommended that they develop and maintain a method of mapping or crosswalking to the core room use codes presented here. This recommendation, in the interest of standardization for interinstitutional comparisons and surveys, applies also to those institutions that have implemented coding extensions or completely alternate coding systems for classification by room use.

TABLE 3: OUTLINE OF ROOM USE CODES

100 CLASSROOM FACILITIES

110 Classroom
115 Classroom Service

200 LABORATORY FACILITIES

210 Class Laboratory
215 Class Laboratory Service

220 Open Laboratory
225 Open Laboratory Service
250 Research/Nonclass Laboratory
255 Research/Nonclass Laboratory Service

300 OFFICE FACILITIES

310 Office
315 Office Service

350 Conference Room
355 Conference Room Service

400 STUDY FACILITIES

410 Study Room

420 Stack

430 Open-Stack Study Room

440 Processing Room

455 Study Service

500 SPECIAL USE FACILITIES

510 Armory
515 Armory Service

520 Athletic Or Physical Education
523 Athletic Facilities Spectator Seating
525 Athletic Or Physical Education Service

530 Media Production
535 Media Production Service

540 Clinic
545 Clinic Service

550 Demonstration
555 Demonstration Service

560 Field Building

570 Animal Quarters
575 Animal Quarters Service

580 Greenhouse
585 Greenhouse Service

590 Other (All Purpose)

600 GENERAL USE FACILITIES

610 Assembly
615 Assembly Service

620 Exhibition
625 Exhibition Service

630 Food Facility
635 Food Facility Service

640 Day Care
645 Day Care Service

650 Lounge
655 Lounge Service

660 Merchandising
665 Merchandising Service

670 Recreation
675 Recreation Service

680 Meeting Room
685 Meeting Room Service

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TABLE 3: OUTLINE OF ROOM USE CODES (CONT'D)

700 SUPPORT FACILITIES

710	Central Computer Or Telecommunications
715	Central Computer Or Telecommunications Service
720	Shop
725	Shop Service
730	Central Storage
735	Central Storage Service
740	Vehicle Storage
745	Vehicle Storage Service
750	Central Service
755	Central Service Support
760	Hazardous Materials
765	Hazardous Materials Service

800 HEALTH CARE FACILITIES

810	Patient Bedroom
815	Patient Bedroom Service
820	Patient Bath
830	Nurse Station
835	Nurse Station Service
840	Surgery
845	Surgery Service
850	Treatment/Examination
855	Treatment/Examination Service
860	Diagnostic Service Laboratory
865	Diagnostic Service Laboratory Support Service
870	Central Supplies
880	Public Waiting
890	Staff On-Call Facility
895	Staff On-Call Facility Service

900 RESIDENTIAL FACILITIES

910	Sleep/Study Without Toilet Or Bath
919	Toilet Or Bath
920	Sleep/Study With Toilet Or Bath
935	Sleep/Study Service
950	Apartment
955	Apartment Service
970	House

000 UNCLASSIFIED FACILITIES

050	Inactive Area
060	Alteration Or Conversion Area
070	Unfinished Area

NONASSIGNABLE AREA

WWW	Circulation Area
XXX	Building Service Area
YYY	Mechanical Area

STRUCTURAL AREA

ZZZ	Structural Area

Room Use Codes: Definitions, Descriptions, And Limitations

100 - Classroom Facilities

General

This category aggregates classroom facilities as an institution-wide resource, even though these areas may fall under different levels of organizational control. The term "classroom" includes not only general purpose classrooms, but also lecture halls, recitation rooms, seminar rooms, and other rooms used primarily for scheduled nonlaboratory instruction. Total classroom facilities include any support rooms that serve the classroom activity (e.g., 110 plus 115 as defined below). A classroom may contain various types of instructional aids or equipment (e.g., multimedia or telecommunications equipment) as long as these do not tie the room to instruction in a specific subject or discipline. (For treatment of such space, see 200-Laboratory Facilities).

Institutions may use extension codes to distinguish control over classroom areas, discipline use, type of instruction, contained equipment or other classroom variables (e.g., 120/125 departmental classroom). These extension codes should be capable of aggregation to total classroom space (110) as needed.

110 Classroom

Definition: A room used for classes and that is also not tied to a specific subject or discipline by equipment in the room or the configuration of the room.

Description: Includes rooms generally used for scheduled instruction that require no special, restrictive equipment or configuration. These rooms may be called lecture rooms, lecture-demonstration rooms, seminar rooms, and general purpose classrooms. A classroom may be equipped with tablet armchairs (fixed to the floor, joined in groups, or flexible in arrangement), tables and chairs (as in a seminar room), or similar types of seating. These rooms may contain multimedia or telecommunications equipment. A classroom may be furnished with special equipment (e.g., globes, pianos, maps) appropriate to a specific area of study, *if* this equipment does not render the room unsuitable for use by classes in other areas of study.

Limitations: This category does not include Conference Rooms (350), Meeting Rooms (680), Auditoria (610), or Class Laboratories (210). Conference rooms and meeting rooms are distinguished from seminar rooms according to primary use; rooms with chairs and tables that are used primarily for meetings (as opposed to classes) are conference rooms or meeting rooms (see room codes 350 and 680 for distinction). Auditoria are distinguished from lecture rooms based on primary use. A large room with seating oriented toward some focal point, and which is used for dramatic or musical productions, is an Assembly (610) facility (e.g., an auditorium normally used for purposes other than

scheduled classes). A class laboratory is distinguished from a classroom based on equipment in the room *and* by its restrictive use. If a room is restricted to a single or closely related group of disciplines by special equipment or room configuration, it is a laboratory (see 200 series).

115 Classroom Service

Definition: A room that directly serves one or more classrooms as an extension of the activities in that room.

Description: Includes projection rooms, telecommunications control booths, preparation rooms, coat rooms, closets, storage areas, etc., *if* they serve classrooms.

Limitations: Does not include projection rooms, coat rooms, preparation rooms, closets or storage areas, if such rooms serve laboratories, conference rooms, meeting rooms, assembly facilities, etc. A projection booth in an auditorium (not used primarily for scheduled classes) is classified as Assembly Service (615).

200 - Laboratory Facilities

General

A laboratory is a facility characterized by special purpose equipment or a specific room configuration which ties instructional or research activities to a particular discipline or a closely related group of disciplines. These activities may be individual or group in nature, with or without supervision. Laboratories may be found in all fields of study including letters, humanities, natural sciences, social sciences, vocational and technical disciplines, etc. Laboratory facilities can be subdivided into three categories: class, open, and research/nonclass laboratory. A class laboratory is used for *scheduled* instruction. An open laboratory supports instruction but is not formally scheduled. A research/nonclass laboratory is used for research, experimentation, observation, research training, or structured creative activity which supports extension of a field of knowledge. Institutions may wish to further distinguish various types of class, open, and research laboratories through the use of extension or special codes.

NOTE: Within comprehensive research universities, it is difficult to draw precise lines between instruction and research activities. At institutions with medical and health science programs, it is even more complicated because of the difficulty in distinguishing between patient care and instruction or research activities. The problem of joint activities makes the classification of space very difficult.

The complexity of "research" and how it may affect room use classification decisions needs discussion at the institutional level. In general, there are three categories of research activities: externally budgeted or funded projects or centers, and separately organized centers or projects that are funded from institutional resources; departmental research activities that are neither separately budgeted or organized; and creative and intellectual activities of faculty in some disciplines that are the equivalent of departmental research (e.g., visual and performing arts are common examples).

When this complexity exists, institutions may elect to use standard room use codes for laboratories, office space, etc., and rely upon the actual activities of the faculty and staff housed within the space to determine the distinction between instruction and research. The room inventory data elements include a designation of function as a separate code for each room. If combined with financial and activity information, the combination of function and room use code can accurately represent allocations of space for research more effectively and accurately than reliance upon only the room use code.

210 Class Laboratory

Definition: A room used primarily for formally or regularly scheduled classes that require special purpose equipment or a specific room configuration for student participation, experimentation, observation, or practice in an academic discipline.

Description: A class laboratory is designed for or furnished with equipment to serve the needs of a particular discipline for group instruction in formally or regularly scheduled classes. This special equipment normally limits or precludes the room's use by other disciplines. Included in this category are rooms generally called teaching laboratories, instructional shops, typing or computer laboratories, drafting rooms, band rooms, choral rooms, (group) music practice rooms, language laboratories, (group) studios, theater stage areas used primarily for instruction, instructional health laboratories, and similar specially designed or equipped rooms, *if they are used primarily for group instruction in formally or regularly scheduled classes.* Computer rooms used primarily to instruct students in the use of computers are classified as class laboratories if that instruction is conducted primarily in formally or regularly scheduled classes.

Limitations: Does not include Classrooms (110). Does not include informally scheduled or unscheduled laboratories (see 220). This category does not include rooms generally defined as Research/Nonclass Laboratories (250). It does not include gymnasia, pools, drill halls, laboratory schools, demonstration houses, and similar facilities that are included under Special Use Facilities (500 series). Computer rooms in libraries or used primarily for study should be classified as Study Rooms (410).

215 Class Laboratory Service

Definition: A room that directly serves one or more class laboratories as an extension of the activities in those rooms.

Description: Includes any room that directly serves a class laboratory. Included are projection rooms, telecommunications control booths, coat rooms, preparation rooms, closets, material storage (including *temporary* hazardous materials storage), balance rooms, cold rooms, stock rooms, dark rooms, equipment issue rooms, etc., if they serve class laboratories.

Limitations: Does not include service rooms that support classrooms (see 115), Open Laboratories (225), or Research/Nonclass Laboratories (255). Animal Quarters (570) and Greenhouses (580) are categorized separately.

220 Open Laboratory

Definition: A laboratory used primarily for individual or group instruction that is informally scheduled, unscheduled, or open.

Description: An open laboratory is designed for or furnished with equipment that serves the needs of a particular discipline or discipline group for individual or group instruction where 1) use of the room is not formally or regularly scheduled, or 2) access is limited to specific groups of students. Included in this category are rooms generally called music practice rooms, language laboratories used for individualized instruction, studios for

individualized instruction, special laboratories or learning laboratories if discipline restricted, individual laboratories, and computer laboratories involving specialized restrictive software or where access is limited to specific categories of students. For example, a computer laboratory with only engineering or CAD software or a computer-based writing laboratory available only to English Composition students would be classified as an open laboratory because of the restricted usage of the room for a particular discipline or discipline group. Rooms containing computer equipment that is not restricted to a specific discipline or discipline group are classified as Study Rooms (see 410).

Limitations: Laboratories with formally or regularly scheduled classes are Class Laboratories (210). This category also does not include rooms defined as Research/Nonclass Laboratories (250). A room that contains equipment (e.g., typewriters, microcomputers) which does not restrict use to a specific discipline or discipline group, and which is typically used at a student's convenience, should be classified as a Study Room (410).

225 Open Laboratory Service

Definition: A room that directly serves one or more open laboratories as an extension of the activities in those rooms.

Description: Includes only those rooms that directly serve an open laboratory. Included are projection rooms, telecommunications control booths, coat rooms, preparation rooms, closets, material storage (including *temporary* hazardous materials storage), balance rooms, cold rooms, stock rooms, dark rooms, equipment issue rooms, and similar facilities, if they serve open laboratories.

Limitations: Does not include service rooms that support classrooms (see 115), Class Laboratories (215), or Research/Nonclass Laboratories (255). Animal Quarters (570), Greenhouses (580), and Central Service (750) facilities are categorized separately.

250 Research/Nonclass Laboratory

Definition: A room used primarily for laboratory experimentation, research or training in research methods; or professional research and observation; or structured creative activity within a specific program.

Description: A research/nonclass laboratory is designed or equipped for faculty, staff, and students for the conduct of research and controlled or structured creative activities. These activities are generally confined to faculty, staff and assigned graduate students and are applicable to any academic discipline. Activities may include experimentation, application, observation, composition, or research training in a structured environment directed by one or more faculty or principal investigator(s). These activities do not include practice or independent study projects and activities which, although delivering "new knowledge" to a student, are not intended for a broader academic (or sponsoring)

community (e.g., a presentation or publication). This category includes labs that are used for experiments, testing or "dry runs" in support of instructional, research or public service activities. Nonclass public service laboratories which promote new knowledge in academic fields (e.g., animal diagnostic laboratories, cooperative extension laboratories) are included in this category.

Limitations: Student *practice* activity rooms should be classified under Open Laboratory (220). A combination office/music or art studio or combination office/research laboratory should be coded according to its primary use if only a single room use code can be applied. Determination also should be made whether the "studio" or "research lab" component involves developing new knowledge (or extending the application or distribution of existing knowledge) for a broader academic or sponsoring community (and not merely for the practitioner), or the activity is merely practice or learning within the applied instructional process. Primary use should be the determining criterion in either case. Does not include testing or monitoring facilities (e.g., seed sampling, water or environmental testing rooms) that are part of an institution's Central Service (750) system. Also does not include the often unstructured, spontaneous or improvisational creative activities of learning and practice within the performing arts, which take place in (scheduled) Class Laboratories (210) or, if not specifically scheduled, (practice) Open Laboratories (220). Such performing arts (and other science and nonscience) activities, which are controlled or structured to the extent that they are intended to produce a specific research or experimental outcome (e.g., a new or advanced technique), are included in the Research/Nonclass Laboratory (250) category.

255 · **Research/Nonclass Laboratory Service**

Definition: A room that directly serves one or more research/nonclass laboratories as an extension of the activities in those rooms.

Description: Includes only those rooms that directly serve a research/nonclass laboratory. Included are projection rooms, telecommunications control booths, coat rooms, preparation rooms, closets, material storage, balance rooms, cold rooms, stock rooms, dark rooms, equipment issue rooms, temporary hazardous materials storage areas, and similar facilities, if they serve research/nonclass laboratories.

Limitations: Does not include service rooms that support classrooms (see 115), Class Laboratories (215), or Open Laboratories (225). Animal Quarters (570), Greenhouses (580), and Central Service (750) facilities are categorized separately.

300 - Office Facilities

General

Office facilities are individual, multi-person, or workstation space specifically assigned to academic, administrative, and service functions of a college or university. While some institutions may wish to classify all office space as Office (310), others may wish to differentiate academic, administrative, staff, secretarial, clerical, or student assistant offices, etc., by applying additional codes.

310 Office

Definition: A room housing faculty, staff, or students working at one or more desks, tables, or workstations.

Description: An office is typically assigned to one or more persons as a station or work area. It may be equipped with desks, chairs, tables, bookcases, filing cabinets, computer workstations, microcomputers, or other office equipment. Included are faculty, administrative, clerical, graduate and teaching assistant, and student offices, etc.

Limitations: Any other rooms, such as glass shops, printing shops, study rooms, classrooms, research/nonclass laboratories, etc., that incidentally contain desk space for a technician or staff member, are classified according to the primary use of the room, rather than an office. Office areas do not need to have clearly visible physical boundaries; examples include open reception areas and library staff areas which would not otherwise be classified as Processing Rooms (440). In such cases, logical physical boundaries (phantom walls) may be assigned to calculate square footage. An office is differentiated from Office Service (315) by the latter's use as a casual or intermittent workstation or service room. For example, a room with a microcomputer intermittently used by one or more people separately assigned to an office should be coded as Office Service (315). A combination office, studio or research/nonclass laboratory should be coded according to its primary use if multiple room use codes with prorations are not used. A receptionist room that includes a waiting area should be coded as Office (310).

315 Office Service

Definition: A room that directly serves an office or group of offices as an extension of the activities in those rooms.

Description: Includes file rooms, break rooms, kitchenettes serving office areas, copy and FAX rooms, vaults, closets, private rest rooms, records rooms, office supply rooms, first aid rooms serving office areas, student counseling rooms and testing (non-health and non-discipline-related) rooms, and open and private (restricted access) circulation areas.

Limitations: Waiting, interview, and testing rooms are included as office service if they serve a specific office or office area and not a classroom or laboratory; a student counseling (non-health) testing room should be coded as Office Service (315). A receptionist room that includes a waiting area should be coded as Office (310). Lounges which serve specific office areas and which are not generally available to the public should be coded as Office Service (315). Centralized mail rooms, shipping or receiving areas, and duplicating or printing shops that serve more than one building (or department or school, etc.) or that are campus-wide in scope should be classified Central Service (750).

350 Conference Room

Definition: A room serving an office complex and used primarily for staff meetings and departmental activities.

Description: A conference room is typically equipped with tables and chairs. Normally it is used by a specific organizational unit or office area, whereas Meeting Rooms (680) are used for general purposes such as community or campus group meetings not associated with a particular department. If a room is used for both conference and meeting room functions, then the room should be classified according to its principal use. A conference room is distinguished from facilities such as seminar rooms, lecture rooms, and Classrooms (110) because it is used primarily for activities other than scheduled classes. A conference room is intended primarily for formal gatherings whereas a lounge is intended for relaxation and casual interaction. This category includes teleconference rooms.

Limitations: Does not include classrooms, seminar rooms, lecture rooms (see 110), auditoria (see 610), departmental lounges (see 315), open lounges (see 650), and Meeting Rooms (see 680).

355 Conference Room Service

Definition: A room that directly serves one or more conference rooms as an extension of the activities in those rooms.

Description: Includes kitchenettes, storage rooms, telecommunications control booths, projection rooms, sound equipment rooms, etc., if they serve conference rooms.

Limitations: Excluded are service rooms that support meeting rooms (see 685) or offices (see 315).

400 - Study Facilities

General

Study space is classified into five categories: study room, stack, open-stack study room, processing room, and study service. Offices used for library activities are coded as office facilities. A study room may contain equipment or materials which aid the study or learning process (e.g., microcomputers, computer terminals, multimedia carrels, typewriters, records and tapes) and which do not restrict the room to a particular academic discipline or discipline group. Whereas a Study Room (410) may appear in almost any type of building on campus (e.g., academic, residential, student service), Stacks (420), Open-Stack Study Rooms (430), and Processing Rooms (440) are typically located in, but not limited to, central, branch, or departmental libraries. Identification of library space should be made through the use of function codes, and departmental space through the combined use of academic discipline and function codes.

410 Study Room

Definition: A room or area used by individuals to study at their convenience, which is not restricted to a particular subject or discipline by contained equipment.

Description: Includes study or reading rooms located in libraries, residential facilities, academic or student service facilities, study carrel and booth areas, and similar rooms which are intended for general study purposes. Study stations may be grouped, as in a library reading room, or individualized, as in a carrel. Study stations may include microcomputers, typewriters, computer terminals, microform readers, or other multimedia equipment. The category Study Room includes rooms commonly termed "learning labs" or "computer labs" if they are not restricted to specific disciplines by contained equipment or software. Study rooms are primarily used by students or staff for learning at their convenience, although access may be restricted by a controlling unit (e.g., departmental study room).

Limitations: Does not include Open Laboratories (220) that are restricted to a particular discipline or discipline group. This category also does not include Lounges (650) that are intended for relaxation and casual interaction.

420 Stack

Definition: A room used to house arranged collections of educational materials for use as a study resource.

Description: Stacks typically appear in central, branch, or departmental libraries and are characterized by accessible, arranged, and managed collections. Collections can include books, periodicals, journals, monographs, micro-materials, electronic storage media (e.g., tapes, disks, slides, etc.), musical scores, maps, and other educational materials.

Limitations: Does not include general storage areas for such materials that serve a particular room or area; such rooms would take the appropriate service code. Examples of these service rooms include tape storage rooms for language laboratories (see 225), book storage rooms for classrooms (see 115), music for general listening enjoyment (see 675). Also does not include collections of educational materials, regardless of form or type (i.e., from books to soils collections), which are for exhibition use as opposed to a study resource (see 620).

430 Open-Stack Study Room

Definition: A combination study room and stack, generally without physical boundaries between the stack and study areas.

Description: Seating areas include those types of station and seating arrangements described under Study Room (410). The stack areas of these rooms may include any of the educational material collections described under Stack (420).

Limitations: Does not include Study Rooms (410) which have no stack areas. Those stack areas that have only a few incidental chairs or other seating, without a formally arranged study seating area, should be coded Stack (420). Institutions may wish to separate and code the seating or study areas (see 410) and stack areas (see 420) into separate room records. As with Stack (420) and Processing Rooms (440), Open-Stack Study Rooms (430) appear primarily in central, branch, and departmental libraries.

440 Processing Room

Definition: A room or area devoted to processes and operations in support of library functions.

Description: A processing room is intended for specific library operations which support the overall library mission. Included are card, microfiche, and on-line catalog areas; reference desk and circulation desk areas; bookbinding rooms; on-line search rooms; multimedia materials processing areas; interlibrary loan processing areas; and other areas with a specific process or operation in support of library functions.

Limitations: Areas which serve both as office stations and processing rooms should be coded according to primary use. Small incidental processing areas in larger stack or study areas should be included within the larger primary activity category (see 410, 420, 430). Does not include typical support rooms that serve study and other primary activity areas, such as storage rooms, copy rooms, closets, and other service-type rooms (see 455). Acquisitions work areas with a primary office use should be classified as Office (310).

455 Study Service

Definition: A room that directly serves study rooms, stacks, open-stack study rooms, or processing rooms as a direct extension of the activities in those rooms.

Description: Includes storage rooms, copy rooms, closets, locker rooms, coat rooms, and other typical service areas that support a primary study facilities room (see 410, 420, 430, 440).

Limitations: Does not include Processing Rooms (440) that house specific library support processes and operations (e.g., bookbinding rooms, multimedia processing rooms).

500 - Special Use Facilities

General

This category includes several room use categories that are sufficiently specialized in their primary activity or function to merit a unique room code. Areas and rooms for military training, athletic activity, media production, clinical activities (outside of separately organized health care facilities), demonstration, agricultural field activities, and animal and plant shelters are included here. Although many of these special use facilities provide service to other areas, their special use or configuration dictates that these areas not be coded as service rooms.

510 Armory

Definition: A room or area used by Reserve Officer Training Corps (ROTC) and ancillary units for military training and/or instructional activities.

Description: Rooms that are obviously designed or equipped for use in a military training or instructional program, such as indoor drill areas, indoor rifle ranges, and specially designed or equipped military science rooms, are included in this category. Ancillary units may include special rifle and drill teams.

Limitations: Conventional room use types such as Classrooms (110), Class Laboratories (210), Offices (310), and Study Rooms (410) are designated as such, even though they are located in an armory building. Military supply and weapons rooms are coded Armory Service (515).

515 Armory Service

Definition: A room that directly serves an armory facility as an extension of the activities in that facility.

Description: This category includes supply rooms, weapons rooms, and military equipment storage rooms.

Limitations: Rooms directly serving conventional primary activity areas are classified with the appropriate corresponding service code (e.g., 115-Classroom Service, 215-Class Laboratory Service, 315-Office Service, and 455-Study Service).

520 Athletic Or Physical Education

Definition: A room or area used by students, staff, or the public for athletic or physical education activities.

Description: Includes gymnasia, basketball courts, handball courts, squash courts, wrestling rooms, weight or exercise rooms, racquetball courts, indoor swimming pools, indoor putting areas, indoor ice rinks, indoor tracks, indoor stadium fields, and field houses. This category includes rooms used to teach dancing and bowling only if they are part of the physical education instructional program.

Limitations: This room use code does not distinguish instructional from intercollegiate, intramural, or recreational use of these areas. Additional classification through function and academic discipline codes makes this distinction.

Classroom Facilities (100 series), Laboratory Facilities (200 series), Office Facilities (300 series) and other primary room use categories are coded as such, even though these areas may be located in an athletic or physical education building. Permanent spectator seating areas associated with athletic facilities are coded 523. Outdoor athletic areas, such as outdoor tennis and basketball courts, archery ranges, golf courses, and other outdoor fields, do not meet the definition of buildings and, therefore, are not assignable area. Recreational or amusement areas such as billiards rooms, game or arcade rooms, bowling alleys, table tennis rooms, ballrooms, chess and card playing rooms, and hobby and music listening areas are classified Recreation (670), if they are not used for instructional purposes.

523 Athletic Facilities Spectator Seating

Definition: The seating area used by students, staff, or the public to watch athletic events.

Description: Includes indoor permanent or fixed seating areas in gymnasia, field houses, ice arenas, covered stadia, natatoria, and cycling arenas.

Limitations: Does not include temporary or movable seating areas (e.g., movable bleachers). Outdoor permanent seating is not assignable space although it may contain assignable areas under it (e.g., locker rooms, offices, etc.).

525 Athletic Or Physical Education Service

Definition: A room that directly serves an athletic or physical education facility as an extension of the activities in that facility.

Description: Includes locker rooms; shower rooms; nonoffice coaches' rooms; ticket booths; and rooms for dressing, equipment, supply, storage, first-aid, skate-sharpening, towels, etc.

Limitations: Does not include public rest rooms which should be classified as nonassignable building service space. Rooms which directly serve offices, classrooms, laboratories, etc., are classified with the appropriate corresponding service code. Cashiers'

desks serving recreation facilities (see 670) are classified Recreation Service (675). Central ticket outlets serving multiple facilities or services are classified as Merchandising (660).

530 Media Production

Definition: A room used for the *production* or *distribution* of multimedia materials or signals.

Description: Includes rooms generally called TV studios, radio studios, sound studios, photo studios, video or audio cassette and software production or distribution rooms, and media centers. These rooms have a clearly defined production or distribution function that serves a broader area (e.g., department, entire campus) than would a typical service room.

Limitations: Does not include rooms that merely store media materials and equipment. Such rooms would be coded as Media Production Service (535) rooms if serving the primary production or distribution room (see 530), or the appropriate service category for the room(s) they serve. Radio or TV broadcasting areas and other media rooms used for teaching broadcasting to students for instructional purposes should be coded as laboratories (see 210, 220). This classification also does not include centralized computer-based data processing and telecommunications equipment facilities (see 710).

535 Media Production Service

Definition: A room that directly serves a media production or distribution room as an extension of the activities in that facility.

Description: The primary criterion here is that the room should serve a media production or distribution room and not another primary activity room. Examples include film, tape, or cassette libraries or storage areas; media equipment storage rooms; recording rooms; engineering maintenance rooms; darkrooms; preparation rooms; studio control booths; and other support areas that specifically serve a media production or distribution room (see 530).

Limitations: Those rooms containing media materials, equipment or operations which serve a primary activity room other than a 530 should be assigned the appropriate corresponding service code.

540 Clinic

Definition: A room used for providing diagnosis, consultation, treatment, or other services to patients or clients in facilities other than those separately organized health care facilities related to medicine, veterinary medicine, dentistry, or student health care.

Description: Included are patient or client examination rooms, testing rooms, and consultation rooms. Clinics are typically associated with such educational areas as psychology, law, speech, hearing, and similar areas.

Limitations: Does not include clinics associated with student health care, student counseling services, or clinics for the medical or dental treatment of humans or animals (see 800 series). Also does not include rooms used for remedial instruction which should be classified as classrooms or laboratories (see 100 and 200 series) or testing or counseling rooms in non-health or non-discipline-related programs (see 315).

545 **Clinic Service**

Definition: A room that directly serves a clinic facility as an extension of the activities in that facility.

Description: Included are waiting rooms, observation rooms, control rooms, records rooms, and similar supporting rooms.

Limitations: Does not include rooms that serve separately organized health care facilities (see 800 series). Also does not include first-aid treatment rooms that serve other primary activity areas (e.g., 525-Athletic Or Physical Education Service, 645-Day Care Service).

550 **Demonstration**

Definition: A room or group of rooms used to practice, within an instructional program, the principles of certain disciplines such as teaching, child care or development, and home management or economics.

Description: The key criterion here is practice activity within an instructional program which closely simulates a real-world or occupational setting. Includes demonstration day care and development centers, laboratory schools and home economics or management houses, when these facilities are used for practice as a part of collegiate training or instruction.

Limitations: Does not include day care and development centers which are not used as part of an instructional program (see 640). This category also does not include laboratories (see 200 series) that are used for direct delivery of instruction as opposed to practice. Demonstration schools, laboratory schools, day care centers, and home management houses in which students serve as the subjects for a research study are classified as Research/Nonclass Laboratories (250).

555 **Demonstration Service**

Definition: A room that directly serves a demonstration facility as an extension of the activities in that facility.

Description: Includes facilities generally called storerooms, pantries, etc., in a home-demonstration facility; and kitchens, lockers, shower rooms, etc., in a laboratory school. Similar support rooms which directly serve primary care and training areas in a demonstration day care center (see 550) are included in this category.

Limitations: Generally, the primary activity areas—such as kitchen, dining room, living room (in a home-demonstration house), or classrooms, laboratories, gymnasia that serve nursery, elementary, or secondary school students (in a laboratory school)—should be designated as Demonstration (550). Primary care and training areas in a (practice) day care center are also Demonstration (550) rooms. Kitchen and food preparation rooms in a demonstration day care facility are classified as service areas. Eating or break rooms for staff in demonstration day care centers are classified as service areas; eating or training rooms for children are classified as primary activity areas (see 550).

560 Field Building

Definition: A barn or similar agricultural structure used for animal shelters or for the handling, storage, or protection of farm products, supplies, vehicles, or implements.

Description: Includes barns, animal and poultry shelters, sheds, silos, feed units, and hay storage. Structures are typically of light-frame construction with unfinished interiors and are frequently located outside the central campus area. Also includes storage space for farm vehicles and implements. Service areas that support field buildings are classified within this category.

Limitations: Animal quarters directly supporting research or instructional laboratories should be coded 570. Location of a building, on or off the main campus, is not sufficient justification for classification as a field building. Finished rooms with other uses (e.g., laboratories, classrooms, etc.) should be coded as appropriate. Does not include buildings that house nonagricultural or nonfarm related vehicles (see 740).

570 Animal Quarters

Definition: A room that houses laboratory animals used for research or instructional purposes.

Description: Includes animal rooms, cage rooms, stalls, wards, and similar rooms for instruction and research.

Limitations: Animal Quarters are typically subject to the rules and regulations of agencies regarding the care and use of laboratory animals (e.g., requirements of the American Association for Accreditation of Laboratory Animal Care [AAALAC]). Does not include areas for treatment of veterinary patient animals (see Health Care Facilities-800 series).

Does not include agricultural field buildings sheltering animals that do not directly support instruction or research (see 560).

575 Animal Quarters Service

Definition: A room that directly serves an animal quarters facility as an extension of the activities in that facility.

Description: Includes feed storage rooms, feed mixing rooms, cage washing rooms, nonpatient surgery rooms, casting rooms, or instrument rooms.

Limitations: Does not include areas that directly serve facilities used for the treatment of veterinary patient animals (see Health Care Facilities-800 series).

580 Greenhouse

Definition: A building or room, usually composed chiefly of glass, plastic, or other light transmitting material, which is used for the cultivation or protection of plants or seedlings for research, instruction, or campus physical maintenance or improvement purposes.

Description: The primary criterion here is the combination of structural design as a greenhouse and the use for cultivation or protection. An example would be a greenhouse that serves as a laboratory or service area for a botany or vocational (e.g., horticulture) educational program. This category includes any facility serving the greenhouse function (e.g., warehouse facilities equipped with special lighting controls for the cultivation or protection of plants).

Limitations: Greenhouses that are not used for plant cultivation or protection should be classified according to specific use (e.g., a greenhouse used for central storage should be coded 730).

585 Greenhouse Service

Definition: A room that directly serves a greenhouse facility as an extension of the activities in that facility.

Description: Includes equipment or materials storage areas and rooms generally called headhouses.

Limitations: Excludes storage areas that do not directly serve greenhouses.

590 Other

Definition: A category of last resort.

Description: Included as a category of last resort to be used only for those rooms or facilities that cannot be described, even approximately, with other codes and definitions.

Limitations: Should have very limited use, if used at all.

600 - General Use Facilities

General

General use facilities are characterized by a broader availability to faculty, students, staff, or the public than are Special Use Facilities (500 series), which are typically limited to a small group or special population. General use facilities comprise a campus general service or functional support system (assembly, exhibition, dining, relaxation, merchandising, recreation, general meetings, day care) for the institutional and participant community populations.

610 Assembly

Definition: A room designed and equipped for the assembly of many persons for such events as dramatic, musical, devotional, livestock judging, or commencement activities.

Description: Includes theaters, auditoria, concert halls, arenas, chapels, and livestock judging pavilions that are used primarily for general presentations (speakers), performances (dramatic, musical, dance), and devotional services. Seating areas, orchestra pits, chancels, arenas, aisles, and stages (if not used primarily for instruction) are included in and usually aggregated into the assembly space. This category also includes chapels located in health care, residential, or other facilities. Institutions may wish to separate the seating area from the stage and other specially configured areas through the use of additional codes.

Limitations: Stage areas used *primarily* for instruction or practice (dance, music, drama) are typically coded separately as laboratory space (see 210, 220). Assembly facilities that are used primarily as instructional lecture halls are classified as Classroom (110) space.

615 Assembly Service

Definition: A room or area that directly serves an assembly facility as an extension of the activities in that facility.

Description: Includes check rooms, coat rooms, ticket booths, dressing rooms, projection booths, property storage, make-up rooms, costume and scenery shops and storage, green rooms, multimedia and telecommunications control rooms, etc.

Limitations: Entrance lobbies and other circulation areas outside of the primary assembly room are classified as nonassignable (circulation) space. A concession stand in an assembly facility is classified as Merchandising (660). Lounge areas that are remote from the assembly area within an assembly facility are classified by the appropriate service code or the Lounge (650) code.

620 Exhibition

Definition: A room or area used for exhibition of materials, works of art, artifacts, etc., and intended for general use by faculty, students, staff, and the public.

Description: Includes both departmental and institution-wide museums, galleries, and similar exhibition areas which are used to display materials and items for viewing by *both* the institutional population *and* the public. Planetariums used primarily for exhibition are also included in this category. Planetariums used primarily for research should be classified in the laboratory (200) series.

Limitations: Displays that are intended only for instructional purposes and not for general exhibitions (e.g., departmental instructional displays of anthropological, botanical, or geological specimens) should be classified as laboratory or laboratory service (see 200 series). Does not include bulletin boards and similar temporary or incidental displays in hallways, student centers, etc. Also does not include collections of educational materials, regardless of form or type (e.g., books, tapes, soils collections), which are for *study resource* as opposed to *exhibition* use (see 420).

625 Exhibition Service

Definition: A room that directly serves an exhibition facility as an extension of the activities in that facility.

Description: Includes preparation workrooms, storage rooms, vaults, etc., that serve general exhibition areas (see 620).

Limitations: Research areas in museums are classified as Research/Nonclass Laboratory (250) or Research/Nonclass Laboratory Service (255). Service areas for displays that are part of an instructional program are classified as classroom service or laboratory service areas.

630 Food Facility

Definition: A room used for eating.

Description: Includes dining halls, cafeterias, snack bars, restaurants, and similar eating areas, including such areas in residence halls, faculty clubs, etc. This category includes facilities open to students, faculty, staff, or the public at large. The primary distinction of a Food Facility (630) area is the availability of some form of accommodation (seating, counters, tables) for eating or drinking. This is, therefore, an area intended for the actual consumption of food and drink. Vending areas with seating, counters or tables and sit-down lunch or vending rooms that serve a shop facility are included in this category.

Limitations: Vending areas *not* provided with seating, counters or tables are classified as Merchandising (660) or with the appropriate service code if the vending directly supports or is adjacent to a specific room for consuming the products (e.g., a 635-vending room serving a 630-dining hall).

Lounges (650) with vending machines that are incidental to the primary use of the room (i.e., relaxation) are coded as part of the lounge, if within the room, or as Lounge Service (655) if separate from and directly supporting the main lounge facility (see 650). Break rooms serving specific office areas are classified as Office Service (315). Eating areas for children in demonstration or day care facilities are classified as primary activity categories within these respective areas (see 550, 640); staff-only eating or break rooms in these facilities are classified as service areas (see 555, 645).

635 Food Facility Service

Definition: A room that directly serves a food facility as an extension of the activities in that facility.

Description: Includes kitchens and other preparation areas, cold storage and freezer refrigeration rooms, dishwashing rooms, food serving areas, cleaning areas, etc. Includes first aid and vending areas directly serving food facilities, or adjacent to an eating area.

Limitations: Does not include any type of food preparation room which does not serve a food facility or eating area (see 630). Kitchenettes in residence facilities that do not serve a dining area are classified as Sleep/Study Service (935). Service areas for vending rooms (see 660) are classified as Merchandising Service (665). Kitchens and food preparation areas in demonstration or day care facilities are classified as service areas to those facilities (see 555, 645).

640 Day Care

Definition: A room used to provide day or night, child or elderly adult care as a nonmedical service to members of the institutional community.

Description: Includes all primary activity rooms that provide oversight, supervision, developmental training and general personal care for assigned children or adults (e.g., play areas, nonstaff eating areas, and child training rooms). This type of facility serves as a central service center for faculty, staff, and students, with members of the community being served as needed. This is not a medical care facility (i.e., medical attention is strictly limited to maintaining prescribed medication schedules and providing first aid).

Limitations: Does not include those support rooms (e.g., storage rooms, closets, and pantries) typically used as service rooms (see 645). This category also does not include

demonstration houses, laboratory schools or other facilities with a primary function of providing collegiate practice as part of the instructional process (see 550). Also excluded from this category are those service areas classified as Central Service (750), and Laboratory Facilities (200 series) that directly support instruction (e.g., vocational training programs for parent education and early childhood education).

645 Day Care Service

Definition: A room that directly serves a primary activity room in a day care facility as an extension of the activities in that room.

Description: Includes storage rooms, closets, kitchens, pantries, private or staff rest rooms, and other typical service rooms that support a primary activity area.

Limitations: Does not include those rooms (e.g., child training rooms, playrooms-see 640) where primary day care activities are conducted. Rest rooms designed for child training should be coded 640; staff-only rest rooms should be coded 645. Kitchen or food preparation areas in a day care facility are classified as service areas (see 645). Staff eating or break areas should be coded 645, whereas eating or training areas for children are classified as primary activity space (see 640). Staff office areas should be coded 310.

650 Lounge

Definition: A room used for rest and relaxation that is not restricted to a specific group of people, unit or area.

Description: A lounge facility is typically equipped with upholstered furniture, draperies, or carpeting, and may include vending machines. A general use lounge (see 650) differs from an office area or break room lounge (see 315) by virtue of its public availability. If a room is open for use by people visiting or passing through a building or area, it is coded Lounge (650). Such a room may have vending machines if the primary use of the room is rest, relaxation, informal socializing and not for eating (see 630).

Limitations: A lounge facility is distinguished from a Conference Room (350) and a Meeting Room (680), both of which are intended for formal meetings, by its more informal function of rest, relaxation or casual interaction *and* its public availability. A lounge area associated with a public rest room is included with the rest room as nonassignable (building service area) space. A room devoted to vending machines without accommodation (seating, counters or tables) for local food or drink consumption is classified as Merchandising (660). A lounge that directly serves a specific or restricted area is classified by the appropriate corresponding service code (e.g., a lounge serving an assembly facility is classified 615-Assembly Service). A lounge differs from a lobby (nonassignable circulation area) in placement, use, and intent. A lobby is generally located at a

major entrance with openings to hallways on more than one side; and although it may have seating furniture, it is designed more for walking through (or having standing conversations) than for sitting and relaxing. Separate waiting rooms in other than health care facilities are classified with the appropriate service code according to the room or area they serve. A receptionist room that includes a waiting area should be classified as Office (310). Public waiting areas in health care facilities are coded as 880.

655 Lounge Service

Definition: A room that directly serves a general use lounge facility.

Description: Includes kitchenettes, storage areas, and vending rooms that directly serve a general use lounge facility (see 650).

Limitations: This category does not include kitchenettes, storage rooms, and small vending areas that directly serve other room use types (e.g., a small vending area serving a dining hall eating area should be classified as 635-Food Facility Service).

660 Merchandising

Definition: A room used to sell products or services.

Description: Includes product and service sales areas such as bookstores, student supply stores, barber or beauty shops, post offices, campus food stores, walk-away vending machine rooms, and central ticket outlets servicing multiple facilities or activities.

Limitations: Does not include dining rooms, restaurants, snack bars, and similar Food Facilities (630). A vending machine room that directly serves a dining, lounge or other primary activity area is classified with the appropriate service code; a vending machine area within a general use lounge is included in the Lounge (650) space. Vending areas that include accommodations (seating, counters or tables) for consuming the products are classified as Food Facility (630). Meeting and conference rooms in hotels or motels are classified as Meeting Rooms (680). Sleeping rooms in hotels or motels are classified in the appropriate category of Residential Facilities (900 series). Cashiers' desks that serve a specific recreational facility or area are classified as service space for that area (see 670, 675). Day care centers used for practice within an instructional program are classified as Demonstration (550). Day care centers that are not part of such a program are classified under Day Care (640).

665 Merchandising Service

Definition: A room that directly serves a merchandising facility as an extension of the activities in that facility.

Description: Includes storage rooms and closets, sorting rooms, private rest rooms, and other support rooms if they directly serve a Merchandising (660) facility.

Limitations: Storage rooms, sorting rooms, and private rest rooms that do not serve a merchandising area should be classified using the appropriate service code for the corresponding room use type.

670 Recreation

Definition: A room used by students, staff or the public for recreational purposes.

Description: Includes exercise and general fitness rooms, billiards rooms, game and arcade rooms, bowling alleys, table tennis rooms, dance or ballrooms, chess rooms, card playing rooms, hobby rooms, TV rooms, reading (nonstudy) rooms, and music listening rooms that are used for recreation and amusement and not for instructional purposes. Recreation rooms and areas are used for relaxation, amusement-type activities, whereas Athletic Or Physical Education (520) facilities are typically used for the more vigorous pursuits within physical education, intercollegiate athletics, and intramural programs.

Limitations: Does not include gymnasia, basketball courts, weight rooms, racquetball courts, handball courts, squash courts, wrestling rooms, indoor swimming pools, indoor ice rinks, indoor tracks, indoor stadium fields, indoor golf and other areas primarily used for physical education, intramural or intercollegiate athletic activities (see 520). Outdoor athletic and physical education fields, courts, and other nonenclosed areas are also excluded because they are not building space. This category also does not include bowling alleys, dance rooms, or any other activity areas that are primarily used for instruction. Reading or media use rooms that are designed and intended as study rooms are also excluded from this category (see 410).

675 Recreation Service

Definition: A room that directly serves a recreation facility as an extension of the activities in that facility.

Description: Includes storage rooms, closets, equipment issue rooms, cashiers' desks, first aid, and other support areas that directly serve a Recreation (670) facility.

Limitations: Does not include kitchens, snack bars, or other Food Facilities (630) and Food Facility Service (635) areas. Locker rooms, shower rooms, ticket booths, dressing rooms, equipment rooms, and other areas directly serving Athletic Or Physical Education (520) facilities are classified as service rooms (see 525) to those facilities. Central ticket outlets serving multiple facilities or services are classified as Merchandising (660).

680 Meeting Room

Definition: A room that is used by the institution or the public for a variety of nonclass meetings.

Description: The key concept here is public availability. Conference Rooms (350) are often confused with meeting rooms because they are both primarily used for nonclass meetings. However, conference rooms are restricted service components of an office complex or used by office occupants of a specific area and are generally limited to staff meetings or other departmental nonclass activities. Although it may be assigned to a specific organizational unit, a meeting room is more available and open to study groups, boards, governing groups, community groups, various student groups, nonemployees of the institution, and various combinations of institutional and community members. Meeting rooms in institutional hotels or motels and other for-fee meeting rooms are included in this category.

Meeting rooms may be configured like classrooms (i.e., with participant focus to the front of the room), and may be equipped with a variety of furniture types (e.g., tables and chairs, lounge-type furniture, tablet armchairs, or a large table) in various combinations and arrangements.

Limitations: Rooms serving an office complex and used primarily for staff meetings are classified as Conference Room (350). Seminar and lecture rooms used primarily for scheduled classes are classified as Classroom (110). Rooms designed and equipped for the assembly of many persons for such events as dramatic, musical or devotional activities, etc., should be classified as Assembly (610).

685 Meeting Room Service

Definition: A room that serves a meeting room as an extension of the activities in that room.

Description: Includes kitchenettes, multimedia storage and control rooms, furniture storage rooms, and other support rooms that directly serve a meeting room.

Limitations: Does not include kitchenettes, storage rooms, and other support areas that serve a Conference Room (355) or Assembly Facility (615).

700 - Support Facilities

General

Support facilities, which provide centralized space for various auxiliary support systems and services of a campus, help keep all institutional programs and activities operational. While not as directly accessible to institutional and community members as General Use Facilities (600 series), these areas provide a continuous, indirect support system to faculty, staff, students, and the public. Support facilities are centralized in that they typically serve an area ranging from an entire building or organizational unit to the entire campus. Included are centralized areas for computer-based data processing and telecommunications, shop services, general storage and supply, vehicle storage, central services (e.g., printing and duplicating, mail, shipping and receiving, environmental testing or monitoring, laundry, or food stores), and hazardous materials areas.

710 Central Computer Or Telecommunications

Definition: A room used as a computer-based data processing or telecommunications center with applications that are broad enough to serve the overall administrative or academic primary equipment needs of a central group of users, department, college, school, or entire institution.

Description: A Central Computer or Telecommunications room may be one of a *group* of rooms which constitute a *center* for delivering computer-based data processing or telecommunications services to various levels of user groups. Although the ongoing *primary activity* of this category is tied more closely to equipment than human activity, these areas require technical support staff, and physical access may be restricted to these personnel. These central equipment rooms appear most frequently at the campus-wide and large organizational unit levels and are generally subject to environmental and security controls and procedures limiting users to electronic terminal, telephone or modem access. Includes central rooms housing computer or computers (e.g., large mainframe, minicomputers, etc.), peripheral input (e.g., data entry terminals, input tape or disk drives, data reading equipment, etc.) and output (e.g., printers, output tape or disk drives, etc.) devices. This category also includes rooms in a central computer complex which are primarily or exclusively dedicated to data or program code entry or job submissions through one or more terminals.

Computer-based telecommunications equipment rooms, ranging from micro-driven LAN (local area) to the larger PBX (private branch) network centers, including central rooms housing satellite signal reception or transmission equipment, should be assigned the 710 code. This equipment may be dedicated to data, audio or telephone, video or any combination of these electronic transmissions.

Limitations: Does not include office space (see 310) assigned to programmers, analysts, engineers, data entry personnel, and other technical staff even though these rooms usually contain an access terminal. Also does not include instructional laboratories and study rooms equipped with personal computers or terminals (see 210, 220, 410), or offices with data processing equipment used as office tools (see 310, 315). Personal computer or terminal work rooms and printer rooms that serve an office area should be coded Office Service (315). Small closet areas housing reception or distribution telecommunications equipment and wiring which are not used by technical or support staff on a regular basis (i.e., repair or modification only) should be classified as nonassignable mechanical space.

715 Central Computer Or Telecommunications Service

Definition: A room that directly serves a central computer or telecommunications facility as an extension of the activities in that facility.

Description: Includes paper and forms storage, off-line tape and disk storage, separate control or console rooms or booths, tool and parts rooms, bursting and decollating rooms, areas used to store only inactive support equipment (e.g., multiplexers, modems, spoolers, etc.), and separate areas used for delivering tapes or picking up printouts. Also includes the repair and assembly rooms that directly serve the central computer or telecommunications facility.

Limitations: Does not include office areas for personnel (e.g., technicians, engineers, analysts, programmers) assigned to the central computer facility (see 310), primary equipment (computer, I/O device) rooms (see 710), and office areas containing data processing or networking office service equipment or materials (see 310, 315). Also does not include rooms directly supporting study rooms (see 455) or laboratories (see 215, 225, 255) that contain special computer equipment used for study, instruction or research. A nonoffice workroom containing a remote printer or data/job entry terminal that is part of an office area, and not the central computer facility, should be coded Office Service (315). A printer room serving a general purpose terminal room in a dormitory should be classified as Study Service (455).

720 Shop

Definition: A room used for the manufacture, repair, or maintenance of products or equipment.

Description: Includes carpenter, plumbing, HVAC, electrical and painting shops, and similar physical plant maintenance facilities. This category also includes centralized shops for construction or repair of research or instructional equipment, and repair and maintenance of multimedia equipment and devices. Special purpose shops (e.g., glass

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blowing, machining) supporting multiple rooms for scientific instruction and research are included in this category.

Limitations: Does not include instructional "shops" (i.e., industrial arts or vocational-technical shops used for instruction), which should be classified as Laboratory Facilities (200 series). Facilities used for producing and distributing multimedia materials and signals are classified as Media Production (530). Architectural and engineering drafting rooms serving the physical plant operation are classified as Office (310). Blueprint storage rooms are classified as Office Service (315). Small, incidental equipment repair, assembly or cleaning rooms that directly serve an adjacent or nearby primary activity room should be classified according to the appropriate corresponding service code. This category also does not include areas used for the repair and maintenance of institution owned vehicles (see 745) or rooms directly serving media production or distribution areas (see 535). Also excludes costume and scene "shops" serving theater areas (see 615). Greenhouses used for campus physical maintenance or improvements should be coded 580.

725 Shop Service

Definition: A room that directly serves a shop facility as an extension of the activities in that facility.

Description: Includes tool storage rooms, materials storage rooms, and similar equipment or material supply or storage rooms. Locker, shower, first aid, and similar nonpublic areas that serve the shop facility should be included.

Limitations: Does not include service areas for class laboratories (see 215) or research/nonclass laboratories (see 255). Also does not include vehicular repair facilities (garages) classified as Vehicle Storage Service (745). Blueprint storage rooms should be classified as Office Service (315). Rooms directly serving media production or distribution facilities are coded 535. Sit-down lunch or vending rooms that serve a shop facility are classified Food Facility (630).

730 Central Storage

Definition: A room or building that is used to store equipment or materials and that serves multiple room use categories, organizational units, or buildings.

Description: The concept of *central* or *general* is key to applying this code correctly. The vast majority of storage rooms on a campus are service rooms (e.g., 115, 215, 355, 615, etc.) that directly support a primary activity room or room group; for example, a paper storage room (see 315) can serve several offices (see 310) in an area. Service storage rooms are somewhat close to the areas they serve and are used more than occasionally. Central storage areas include areas commonly called warehouses, surplus stor-

age, central campus supply or storage and inactive storage. A storage room incidentally used to store janitorial supplies would remain in this category. It also includes storage rooms in a building or building area that serve multiple room use categories and which are used for general or surplus (e.g., furniture, equipment) collection or storage. The 730 code can usually be used for all storage areas that do not qualify as service rooms.

Limitations: Does not include a storage room directly serving a primary room use category or group of such rooms (i.e., a room that is clearly a service room). Also, this category does not include nonassignable area (circulation, building service, or mechanical areas). Offices within warehouses or other central storage buildings are coded as Office (310). Centralized food stores and laundries are classified Central Service (750).

735 Central Storage Service

Definition: A room that directly serves a central storage facility as an extension of the activities in that facility.

Description: Central storage service rooms are typically limited to support rooms associated with the transporting of materials in and out of large central storage facilities and warehouses. Storage rooms for hand trucks and other moving equipment, shelving storage, and other rooms supporting the central storage function are included.

Limitations: Only those rooms directly supporting the (usually) larger Central Storage (730) area should be classified with this code.

740 Vehicle Storage

Definition: A room or structure that is used to house or store vehicles.

Description: Includes structures, buildings, and rooms generally called garages, boathouses, and airplane hangars. The definition of "vehicle" is broadly interpreted here to include forklifts, moving equipment, and other powered transport devices or equipment.

Limitations: This category does not include unroofed surface parking lots. It also does not include structures that house or store farm vehicles and implements (see 560). (See final section of Chapter 4 for suggested classification of parking structures.)

745 Vehicle Storage Service

Definition: A room that directly serves a vehicle storage facility as an extension of the activities in that facility.

Description: Includes any areas or rooms directly serving a vehicle storage facility, such as storage rooms and areas used for maintenance and repair of automotive equipment, boats, airplanes, and other vehicles as defined in Vehicle Storage (740).

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Limitations: Does not include shops as defined in Shop (720) above (e.g., carpenter, plumbing, electrical, painting, etc.). Offices within a Vehicle Storage facility should be classified as such (see 310).

750 Central Service

Definition: A room or area that is used for the processing, preparation, testing, or delivery of a complex-central or campus-wide support service.

Description: The central service delivery may be provided by special equipment, human activity, the special availability of space, or any combination of these elements. Includes centralized food stores and laundries which typically serve the occupants or activities of more than one building. Also includes central facilities for printing and duplicating services, central mail facilities, central shipping and receiving areas, and central environmental testing or monitoring facilities, if they serve the occupants and activities of more than one building. Institutions may wish to differentiate individual central services through the use of additional codes in this series. Most of these centralized areas have a campus-wide service scope.

Limitations: Does not include those rooms providing the above listed functions if they support other primary activity rooms in the same building. For example, a food storage area in a cafeteria should be coded 635; a laundry room in a residence hall should be coded 935; a copy or mail room in an office area is coded 315. Media Production (530) or distribution facilities and computer-based data processing and telecommunications equipment centers (see 710) are coded separately. Facilities used for the manufacture, repair or maintenance of products or equipment should be coded Shop (720). Central Storage (730) or supply facilities and Vehicle Storage (740) facilities also have separate codes.

755 Central Service Support

Definition: A room that directly serves a central service facility as an extension of the activities in that facility.

Description: Central Service Support rooms are typically limited to extension storage rooms for supplies, parts, and moving or nonactive equipment; and adjacent, directly supporting repair and maintenance areas.

Limitations: Offices within a central service area or complex should be coded Office (310). Centralized physical plant repair and maintenance facilities that do not directly support a Central Service (750) facility should be coded Shop (720).

760 Hazardous Materials

Definition: A centralized facility used for the storage, treatment, or disposal of hazardous or toxic waste materials.

Description: Hazardous or toxic materials include any materials which have been designated for specific or formal regulation or controls on the basis of a potential harm to plant or animal life. Includes facilities devoted to the treatment or disposal of toxic or hazardous waste.

Limitations: Does not include temporary storage or disposal sites located near or adjacent to instructional or research facilities (see 215, 225, 255).

765 Hazardous Materials Service

Definition: A facility that serves a centralized facility used for the storage, treatment, or disposal of hazardous or toxic waste materials.

Description: Includes those facilities that directly serve the Hazardous Materials (760) facility.

Limitations: Does not include facilities that serve temporary storage or disposal sites located near or adjacent to instructional or research facilities.

800 - Health Care Facilities

General

This series provides room use classifications for patient care rooms that are located in separately organized health care facilities: student infirmaries, teaching hospitals and clinics, and veterinary and medical schools. Room codes and definitions apply to both human and animal health care areas; excluded are clinic facilities located outside of separately organized health care facilities (see 540). Whereas the codes in this series are confined to the settings listed, these facilities usually house areas that are classified using applicable codes from the other use classification series (e.g., classroom, laboratory, office, special use, general use, supporting facilities, etc.).

810 Patient Bedroom

Definition: A room equipped with a bed and used for patient care.

Description: This category includes general nursing care, acute care, semiconvalescent and rehabilitative adult or pediatric bedrooms, intensive care units, progressive coronary care units, emergency bed care units, observation units, infant care nurseries, incubator units, wards, etc. Connected clothes closets may be aggregated with the 810 space or classified separately as 815. Stalls for animal patients are also included, although specific bedding areas may not be provided. Veterinary facility areas commonly called veterinary quarters, small or large animal ward, equine stall, bovine stall, etc., are included in this category.

Limitations: Student residence quarters should be classified with the Residential Facilities (900 series) codes. Staff on-call rooms for resting and sleeping are coded 890. Does not include nonpatient animal shelters used for farm animals (see 560) or nonveterinary school laboratory animals (see 570).

815 Patient Bedroom Service

Definition: A room that directly serves one or more patient bedrooms as an extension of the activities in those rooms.

Description: Included are linen closets, patient lounges, children's play rooms and any other service areas that are used primarily by patients as opposed to staff. Also includes small anterooms and closets connected to the patient bedrooms if these areas are not aggregated with the 810 space. Veterinary facility areas commonly called ward storage and groom rooms should be classified within this category.

Limitations: Excludes the small, connected clothes closets in patient bedrooms, which are included in the 810 space. Support areas that do not directly serve a patient bedroom or patient bedroom ward should be classified with the service code corresponding to the

primary activity area being served. Also not included are the utility, storage, medication preparation and other work rooms that serve a nurse station (see 835). Does not include feed storage or mixing rooms, cage washing areas, surgery, casting or instrument rooms that serve a laboratory animal quarters facility (see 575). Veterinary institution feed storage and food preparation rooms are classified as Nurse Station Service (835).

820 Patient Bath

Definition: A room containing patient bath and toilet facilities.

Description: Included in this category are toilet and bath facilities adjoining or in conjunction with patient bedrooms. These rooms may contain various configurations of toilet, tub, shower or commode facilities; individual types of Patient Bath (820) may be distinguished through the application of extension codes. Animal cleaning rooms in veterinary schools are included in this classification unless the cleaning rooms are specifically used for surgery preparation (see 845).

Limitations: Public rest rooms and private rest rooms serving areas other than patient bedrooms (e.g., 315, 835) are excluded. Special tub rooms used by nursing staff for cleaning patients are classified Nurse Station Service (835). Animal groom rooms should be coded 815.

830 Nurse Station

Definition: A room or area used by nurses or other patient care staff who are supervising or administering health care services.

Description: This is the primary workstation area used by nurses and other patient care staff; these personnel are typically assigned to a specific ward of the facility. Includes ward reception and admissions desks and records or charting work areas.

Limitations: Rooms that are used as offices should be classified appropriately (see 310).

835 Nurse Station Service

Definition: A room that directly serves one or more nurse station rooms as an extension of the activities in those rooms.

Description: Includes nurse lounges or break rooms, locker rooms, private staff rest rooms, utility rooms, storage (e.g., medications, supplies, etc.), formula and medication preparation areas, equipment sterilization and other work rooms directly serving the nurse station. Also includes special tub rooms, nourishment rooms and separate storage rooms for records and charts. Animal or poultry maintenance service rooms in veteri-

nary institutions, including tack rooms, horseshoeing rooms, food preparation and feed storage rooms, are also included in this category.

Limitations: Rooms used as offices should be classified appropriately (see 310). Pharmacy and other central supply areas are classified Central Supplies (870). Areas directly serving patient bedrooms are coded 815. Additional codes may be used to distinguish clean and soiled utility rooms, medication and nourishment rooms, etc., as needed.

840 Surgery

Definition: A room used for surgery.

Description: Included in this category are major and minor surgery rooms, delivery rooms and special procedures operating rooms (e.g., OB-GYN, ophthalmic operating rooms). These rooms are typically equipped with operating room tables, sterile lights, anesthesia machines and various types of monitoring equipment. Institutions may wish to distinguish specific types of surgery or operating rooms through extension coding. Also includes rooms in veterinary facilities typically referred to as large animal surgery, small animal (includes poultry) surgery, bovine surgery, bull surgery, etc.

Limitations: Does not include the various surgery support rooms that are used as a direct extension of surgery activities (see 845). Also does not include rooms used for the minor invasive procedures (e.g., blood withdrawal, cardiac catheterization) of the diagnostic examination process (see 850).

845 Surgery Service

Definition: A room that directly serves a surgery room as an extension of the activities in that facility.

Description: Included are recovery rooms, labor rooms, special support equipment rooms (e.g., anesthesia, heart, lung, X-ray, etc.), dictation booths, scrub-up rooms, gown rooms, locker rooms, instrument cleanup and storage rooms, sterile supply storage rooms, patient (surgery preparation) cleaning rooms, monitor rooms, gas and gurney storage areas, postoperative and operating room repair rooms, clean and dirty linen areas, and animal holding rooms if these rooms directly serve the surgery facility.

Limitations: Storage and other support rooms that do not directly serve a Surgery (840) facility should be classified with the appropriate service room category. Rooms used for the direct implementation of surgical procedures are classified Surgery (840).

850 Treatment/Examination

Definition: A room used for diagnostic and therapeutic treatment.

Description: Included are rooms used for radiology, fluoroscopy, angiography, physical and occupational therapy, dialysis, body (e.g., CAT, MRI, ultrasound) scanning, cardiac catheterization, pulmonary function and vascular testing, EEG, ECG, EMC, EMR, linear acceleration, and dental examination and treatment. Also includes combined doctor's office and treatment/examination rooms. In veterinary institutions, rooms commonly called isolation treatment, small or large animal treatment, small or large animal X-ray, swine treatment, etc., are included.

Limitations: Does not include rooms used for the more radically invasive treatment procedures of surgery (see 840). Treatment/Examination (850) diagnosis differs from Diagnostic Service Laboratory (860) testing and diagnosis in that the former requires the presence of the patient.

855 Treatment/Examination Service

Definition: A room that directly serves a treatment/examination room as an extension of the activities in that facility.

Description: Included are dressing rooms, X-ray and film reading or viewing rooms, film processing rooms, dark rooms, work preparation areas, equipment and supply storage areas, sound proof rooms, patient dressing rooms, and clean and dirty linen rooms if these areas directly serve the primary activity treatment/examination facility. Also includes rooms in veterinary institutions commonly called animal holding, swine holding pen, etc., if these areas serve a treatment/examination area.

Limitations: Does not include service areas for diagnostic service laboratories (see 860, 865), which typically support the entire health care facility. Primary activity rooms that are used to deliver therapeutic and diagnostic treatment should be coded Treatment/Examination (850). Treatment or examination waiting rooms are classified as Public Waiting (880) facilities.

860 Diagnostic Service Laboratory

Definition: A room used to provide diagnostic support services to an entire health care facility.

Description: Includes pathology, pharmacy, autopsy, isotope rooms or labs, etc., providing such services as hematology, chemistry tissue, bacteriology, serology, blood bank and basal metabolism. Also includes areas commonly termed canine, feline, poultry, bovine or equine necropsy rooms in veterinary institutions.

Limitations: Laboratories used primarily for instructional purposes should be classified with the Laboratory Facilities (200) series. Rooms used for diagnostic and therapeutic examination or treatment of patients should be classified as Treatment/Examination (850) facilities.

865 Diagnostic Service Laboratory Support

Definition: A room that directly serves a diagnostic service laboratory as an extension of the activities in that facility.

Description: Included are cadaver storage rooms, morgues, autoclave and centrifuge rooms, warm and cold rooms, locker, scrub-up and gown rooms, special processing rooms, and supply and storage areas that directly serve one or more diagnostic service laboratories. Also includes carcass refrigerators and other areas with the above service functions in veterinary institutions.

Limitations: Does not include storage areas, dressing rooms, work preparation rooms and other areas that support a patient treatment or examination room (see 855).

870 Central Supplies

Definition: A room used centrally to store health care supplies in a health care facility.

Description: This classification, which serves a *central* storage or supply function similar to the Central Storage (730) classification, applies only to health care materials and supplies in a health care facility. Storage is relatively inactive in comparison to (usually smaller) standard service rooms. Included are pharmacy supply and storage rooms, dispensary areas and central linen storage rooms. Additional codes may be used by institutions that wish to differentiate among the specific materials being stored.

Limitations: Does not include central storage areas for materials or equipment which is not directly health care related (e.g., furniture, office equipment); such areas should be classified Central Storage (730). Linen closets that serve nurse stations and other limited scope service areas should be classified with the appropriate service code.

880 Public Waiting

Definition: A room used by the public to await admission, treatment or information within a health care facility.

Description: Included are lobby areas that are specifically configured and furnished for public waiting; physical boundaries should be assigned, as needed, to define nonassignable areas of entrance lobbies which simply serve a circulation function. Also includes patient waiting rooms, reception and visiting areas, viewing rooms and ward day rooms.

Limitations: Open lounges (see 650) and other service room lounges (e.g., patient lounge—see 815) should be classified appropriately. Only areas specifically assigned to public waiting, for admission, treatment or information, should be classified with this code.

890 Staff On-Call Facility

Definition: A room or quarters used by health care staff to rest or sleep while on-call to assigned duties within a health care facility.

Description: Includes areas or rooms used by doctors, nurses, emergency medical technicians, flight care crews, etc., to rest or sleep while on-call to specific duties within the facility.

Limitations: Staff on-call rooms or quarters differ from open and service area lounges (see 650) in that specific provisions are made for sleeping, and use is restricted to staff who typically work a long shift. Bedrooms for patients should be coded 810; student residence quarters should be classified with the Residential Facilities (900 series) codes.

895 Staff On-Call Facility Service

Definition: A room that directly serves a staff on-call room as an extension of the activities in that facility.

Description: Includes kitchens, baths, laundry rooms, lounges, closets, storage rooms, and other service areas that directly serve the on-call quarters.

Limitations: Does not include storage and other support rooms that serve patient bedrooms (see 815). Also excluded are central supply areas (see 870).

900 - Residential Facilities

General

Residential facilities include housing for students, faculty, staff, and visitors to the institution. Hotel or motel and other guest facilities are included in this series if they are owned or controlled by the institution and used for purposes associated with defined institutional missions (i.e., excluding commercial investment).

Note: Not all space in residential facilities is coded using the 900 series. Conventional primary activity and service codes, as with libraries, apply to specific areas. Included are Offices (310), Lounges (650), Study Rooms (410), dining areas (see 630), recreational rooms (see 670), and their corresponding service codes. Service rooms that typically appear in residential facilities are specified in the Sleep/Study Service (935) description.

910 Sleep/Study Without Toilet Or Bath

Definition: A residential room for one or more individuals typically furnished with bed(s), wardrobe(s), closet(s), desk(s), and chair(s), *without* an internally connected bath, toilet, or either.

Description: Includes single or multiple sleep/study rooms. A sleep/study facility may be a room for combined sleep/study, a room exclusively for sleeping, or a room for living and study. Connected closets are considered part of the room.

Limitations: Study rooms for general use, available and open to the dormitory residents at large, and not part of bedroom or sleeping room suites, should be classified as Study Room (410). Residential quarters equipped with internal cooking facilities are coded Apartment (950). Separate food preparation rooms serving sleep/study areas, including small kitchens used by the occupants, are coded Sleep/Study Service (935) unless there is an accompanying eating area (see 630) that the food preparation area directly serves. The appropriate service code of 635 would then be applied.

919 Toilet Or Bath

Definition: A toilet or bathroom intended only for the occupants of the residential facilities, rather than for the public.

Description: Includes common or shared bathroom facilities which may consist of full or half-bath, shower, or toilet and shower combinations, used by the residents and accessible from a corridor or other general circulation area.

Limitations: Does not include public rest rooms. Bathrooms internal to a sleep/study room (see 920), Apartment (950), or House (970) are included in those respective categories. Private rest room areas that serve offices are Office Service (315).

920 Sleep/Study With Toilet Or Bath

Definition: A residential room for one or more individuals, typically furnished with bed(s), wardrobe(s), closet(s), desk(s), and chair(s), *with* an internally connected bath or toilet.

Description: Includes single or multiple sleep/study rooms with bath facilities internal to the suite and not separately classified Toilet Or Bath (919). A sleep/study facility with toilet or bath may be a room for combined sleep/study, a room exclusively for sleeping, or a room for living and study, and includes connected closets. A sleep/study with toilet or bath facility, by definition, has a private toilet or bath that is accessible without having to go out to a hallway or other general circulation area. Suites may have a study and living room which is private to the residents of the suite area. These areas are included as part of the Sleep/Study With Toilet Or Bath (920) space.

Limitations: Study rooms for general use, available and open to the dormitory residents at large, and not part of bedroom or sleeping room suites, should be classified as Study Rooms (410). Residential quarters equipped with cooking facilities are coded as Apartment (950). Sleep/Study Rooms Without Toilet Or Bath (910) and their corresponding external Toilet Or Bath (919) rooms are coded separately.

935 Sleep/Study Service

Definition: A room that directly serves the occupants of sleep/study rooms.

Description: This is the service code for the 910 and 920 residential facility categories. Includes mail rooms, laundry and pressing rooms, linen closets, maid rooms, serving rooms, trunk storage rooms, and telephone rooms that serve the occupants of sleep/study facilities. Kitchen or food preparation rooms that serve sleeping areas and do not serve an accompanying eating or dining area (see 630) are also classified as Sleep/Study Service (935).

Limitations: Does not include Offices (310), Lounges (650), Study Rooms (410), eating or dining areas (see 630), toilet/bath areas for occupants of Sleep/Study rooms (see 919), Recreation (670) areas or Meeting Rooms (680) in any residential facility, including institutionally controlled hotels or motels.

950 Apartment

Definition: A complete living unit, with private cooking facilities, that is not a separate structure.

Description: This is the basic module or group of rooms designed as a complete housekeeping unit (i.e., it contains bedroom(s), living room(s), kitchen, and toilet facilities). It is not intended that individual rooms be specifically identified within the apartment, but only that the total interior space be included. Includes apartments provided for faculty, staff, students, or visiting guests. Apartments need not be located in a residential building. A duplex unit should be classified as an Apartment (950) because it is not a separate, freestanding structure.

Limitations: Does not include single, freestanding structures (see 970) or any residential units that do not contain private cooking facilities (see 910, 920).

955 Apartment Service

Definition: A room or area that directly serves an apartment or group of apartments as an extension of the activities in that facility.

Description: Includes laundry rooms, mail rooms, linen closets, maintenance, housekeeping or security rooms, trunk storage rooms, telephone rooms, and weight or exercise rooms that serve apartment facilities. Apartment service facilities may be located in a separate building that serves an apartment complex. Service rooms (laundry, storage, etc.) that are internal to an apartment unit are included in the Apartment (950) space.

Limitations: Does not include service rooms (laundry, mail, trunk, etc.) that directly serve residential facilities which have no internal cooking facilities (see 910, 920, 935). This category also excludes service rooms within a separate, freestanding residential unit (see 970).

970 House

Definition: A complete living unit, with private cooking facilities, that is a separate structure. Should include fraternities and sorority houses only if owned or controlled by the institution (See Question 7 in Chapter 6).

Description: This is the basic module or group of rooms designed as a complete housekeeping unit (i.e., it contains bedroom(s), living room(s), kitchen, and toilet facilities). It is not intended that individual rooms be specifically identified within the structure, but only that the total interior area be accounted for. Includes houses provided for faculty, staff, or students. Should include fraternities and sorority houses only if owned by the institution (see Question 7 in Chapter 6).

Limitations: Houses and other residential properties that are owned or controlled by an institution as commercial investments, and that do not serve the institution's primary missions, are often excluded from the formally coded facilities inventory. Does not include complete living units that are part of a larger structure (see 950). Houses used as office areas should be classified with the Office Facilities (300 series) codes.

000 - Unclassified

General

Unclassified facilities include those assignable areas that are inactive or unassigned; in the process of being altered, renovated, or converted; or in an unfinished state.

050 Inactive Area

Definition: Rooms available for assignment to an organizational unit or activity but unassigned at the time of the inventory.

Limitations: Rooms being modified or not completed at the time of the inventory are classified as Alteration or Conversion Area (060) or Unfinished Area (070).

060 Alteration Or Conversion Area

Definition: Rooms temporarily out of use because they are being altered, remodeled, or rehabilitated at the time of the inventory.

Limitations: Rooms inactive or not completed at the time of the inventory are classified as Inactive Area (050) and Unfinished Area (070), respectively.

070 Unfinished Area

Definition: All potentially assignable areas in new buildings, shell space, or additions to existing buildings not completely finished at the time of the inventory.

Limitations: Intended only for the unfinished part or shell area of a building or addition; the parts that are in use should be appropriately classified.

Nonassignable Area

The following categories are included to complete the list of room use categories for institutions that choose to include nonassignable space in the facilities room inventory. Institutions may wish to include these areas and apply a different coding convention (e.g., numeric codes). Definitions of these categories of nonassignable space are provided in Chapter 4. As with all other room use classifications, institutions also may wish to track nonassignable areas with special physical characteristics, functions or equipment (e.g., elevators, various types of public rest rooms, handicapped equipped rooms, janitorial sink closets, various circulation areas and mechanical rooms, etc.) through the development and application of additional codes.

WWW **Circulation Area**

XXX **Building Service Area**

YYY **Mechanical Area**

Structural Area

The remaining area within the gross square footage of a building is structural or "construction" area, which cannot be occupied or put to use. (See Chapter 4 definitions of building areas.) Institutions may wish to include this area using a ZZZ code or some other appropriate designation for space which is neither assignable nor nonassignable.

ZZZ **Structural Area**

CHAPTER 6

QUESTIONS AND ANSWERS

Many questions arise in applying the definitions and coding structures contained in this manual to the particular circumstances and needs of individual institutions. The following are examples of common questions and dilemmas, with answers based on common practices in applying this manual.

1. Question: In the many years between publication of the *Facilities Inventory and Classification Manual*, 1973, and this revision, we have developed a number of additional room codes for use on our campus. Do we have to change or eliminate these codes?

   Answer: Campus codes need not be changed or eliminated. As noted throughout this revised manual, campuses may choose to develop and use their own special room use codes as long as these codes can be crosswalked to the codes in the manual.

2. Question: How does the coding structure account for such spaces as offices in auxiliary enterprise or hospital facilities? How are office assignments among academic departments differentiated?

   Answer: All offices are coded 310-Office, although institutions are free to expand this code to include faculty office, administrative office, clerical office, etc. The room use categories have been kept free from activity connotations. The use of the function code structure allows offices used by auxiliary enterprises to be differentiated from offices assigned to instruction. An office with the function code of general academic instruction would be further classified by academic discipline.

3. Question: Classrooms may be scheduled by a central campus office such as the registrar or may be assigned to a specific department which then schedules the classes. How does the coding scheme allow me to differentiate among these rooms in order to compare the utilization of classrooms scheduled by the registrar with the utilization of classrooms scheduled by specific departments?

   Answer: Two options are available:

   A. Under this manual's classification system, all classrooms are coded 110. By using components of the matrix, institutions will be able to differentiate among classrooms assigned by a registrar and those

assigned by a specific college or department. The function code for a classroom may vary depending, for example, on whether the space is used for general academic instruction (subfunction code 11) or vocational/technical instruction (subfunction code 12). The organizational assignment for a room scheduled by a central campus office might be "Registrar." The assignment for a room scheduled by a specific department or college would be that department or college.

B. Instead, institutions may wish to develop a sub-classification (e.g., 120-departmental classroom) with code 110 used for general classrooms.

4. Question: How should facilities such as uncovered parking lots, tennis courts, play fields, uncovered swimming pools and tracks be classified?

Answer: This manual deals only with buildings and the rooms contained therein. However, as noted in the introduction, institutions are encouraged to inventory all plant assets, through their own codification scheme.

5. Question: How should laboratories used for "departmental research" be coded?

Answer: If the primary use of the space is as a research/nonclass laboratory, the room use code is 250. According to the conventions and definitions in NACUBO's *Management Reporting and Accounting for College*, departmental research and public service that are not separately budgeted should be included as instruction. The function code in this case should be instruction. Research/Nonclass Laboratories (250) can have a function code of either 1.0 (instruction) or 2.0 (research) depending upon whether the laboratory is used for departmental (1.0) or separately budgeted (2.0) research.

6. Question: How are "departmental libraries" coded?

Answer: Most of the spaces in a departmental library will probably have room use codes in the Study Facilities (400) series. These libraries, if they contain catalogued materials, have a subfunction code of libraries-41. The organizational assignment will differentiate a departmental library from a centrally operated, staffed and controlled library. If a departmental library does not have a catalogued or otherwise classified collection, the function code for the spaces it contains is instruction.

7. Question: How are fraternity and sorority houses classified?

Answer: Fraternity houses and rooms that are part of university facilities and are not separately organized and controlled are classified as student auxiliary enterprises, with the appropriate organizational unit assignment and room use code. However, if the fraternities or sororities are not owned or controlled by the university, they should not be included in the inventory.

8. Question: How are heating plants coded?

Answer: Most of the space in a heating plant is nonassignable. However, where there are assignable areas, they should be coded in the appropriate room use category (i.e., 310-Office, or 350-Conference Room). All such rooms that are part of heating plant operations should be given a subfunction code of 74—operation and maintenance of plant—utilities.

9. Question: How should receiving areas be classified?

Answer: Receiving areas, such as loading docks, should be treated as circulation space. A receiving area which is also used for central storage should be regarded as assignable area and coded as Central Storage (730). A central or campus-wide shipping and receiving area would be coded Central Service (750).

10. Question: How is spectator seating in outdoor stadia coded? How is the space underneath the seats classified?

Answer: Outdoor stadia are not, by definition, buildings. Therefore, permanent seating in outdoor stadia is not assignable area. However, the space under the seats can meet the definition of a building. The rooms, for example, could be coded as Athletic Or Physical Education Service (525) or Offices (310), depending upon their use.

11. Question: How should chapels be coded?

Answer: A chapel meets the definition of a devotional facility and should be coded as Assembly (610) along with other devotional facilities. The usual subfunction code is 52 (social and cultural development) if under university control. A chapel in a hospital would have a function code of 11.0 (hospitals). If the chapel is not under university control, it should not be inventoried.

12. Question: How should day care centers be coded?

Answer: Day care centers may be coded as Demonstration (550) or Day Care (640). Day care rooms used to *practice*, within an instructional program, the principles of child care or development, or teaching are classified as Demonstration (550). Day Care (640) serves as a central service center for faculty, staff and students. Demonstration day care centers have a function classification of instruction (1.0), while those facilities coded 640 could have a function classification of either institutional support or auxiliary enterprise depending upon how the activity is organized.

13. Question: A room is used for many different functions. How do I classify it? A room was designed as a laboratory and is now used as an office. Is it classified as a laboratory or an office?

Answer: Unless space is being prorated, the room should be classified according to primary or predominant room use (normally based on amount of time) when the inventory is made. Room *intent*, *design*, *type*, name or contained equipment does not, therefore, affect the coding classification unless it is compatible with actual use.

14. Question: We have a glass blowing shop on campus which serves many of our scientific departments. How should this space be classified?

Answer: Special purpose shops (e.g., glass blowing, machining) supporting multiple rooms for scientific instruction and research should be coded as Shop (720).

15. Question: How are inner office hallways coded? Are they assignable or nonassignable space?

Answer: If they are private circulation areas (restricted access), they are generally classified as Office Service (315). Private circulation areas in open laboratory facilities are classified as Open Laboratory Service (225).

16. Question: What is the difference between a lobby and a lounge?

Answer: A lounge differs from a lobby (nonassignable circulation area) in placement, use, and intent. A lobby is generally located at a major entrance with openings to hallways on more than one side; and although it may have seating furniture, it is designed more for walking through (or having standing conversations) than for sitting and relaxing.

17. Questions: We have a large room used for the registration process and have had trouble trying to decide how to classify it?

Answer: The investigator needs to determine the primary use of the space. If the space is *only* used for registration, it should be coded Meeting Room (680) since it is used by the institution for nonclass meetings.

18. Question: We have water wells which are equipped with motorized pumps and which are covered with a shed for protection against the elements. Should these structures be included in the facilities inventory?

Answer: Separate, minor structures, such as wells, should not be included in the facilities inventory unless they meet all four criteria for buildings. Although the wells are roofed and serviced by a utility exclusive of lighting, we cannot tell if the wells are attached to a permanent foundation and if they are a source of significant maintenance and repair activities. Assuming that these two latter criteria have not been met, the wells should not be included in the facilities inventory. We would recommend that the wells be reported in the institution's plant asset or equipment inventory system.

19. Question: How should I report an area which is covered, but not enclosed on all four sides, and is used for central campus storage? Is this space assignable?

Answer: Yes, this covered, unenclosed area would be considered assignable space and would be classified as 730 Central Storage.

20. Question: There is a permanent eating area, equipped with tables and chairs, which is located in a covered, unenclosed area of our Student Union Building. Is this space assignable even though the facility only has one wall? Should I count this space as part of the gross area?

Answer: By creating a *phantom* wall, you would classify this assignable area as 630-Food Facility. This area should also be reported as part of the building's gross area.

21. Question: At our campus, we have underground pedestrian tunnels and above-ground pedestrian bridges which connect one building to another. How should I account for these areas? Are they assignable? If so, which room use code would I use? How do I report the amount of space as part of the gross area? Does the length of the tunnel or bridge get reported to one building or should I split the area equally between the two connected buildings?

Answer: Underground pedestrian tunnels and above-ground pedestrian bridges which connect two separate buildings are considered circulation area and therefore are not assignable areas. Institutions should include one-half of the tunnel's or bridge's gross area to each of the two buildings. Alternatively, enclosed connectors that are clearly identified with one building by virtue of style, date of construction, etc., may be included in the gross area of that structure.

22. Question: On our campus, we have "buildings" that are really contiguous structures built at different times to meet new needs. For example, a library wing was added to a classroom structure, and later a structure housing laboratories. But they all share walls and are physically connected. Should these be inventoried as a single structure or several different buildings?

Answer: This determination should take into account the distinctiveness of the style and features of the original structure and the additions, whether they share common utilities and services (e.g., heating systems, entrance areas), time of construction, and other factors. Do they look and perform as one building or several? This is a local determination based on the relevant factors and the preferences of the institution.

Appendix G

Quality-Based Selection Process

Quality-Based Selection Guidelines
Selection of an Architect

Introduction

Under Public Law 85-854 (50 ILCS 510) community colleges are required to base their selection of an architect, engineer, or land surveyor on demonstrated competence and qualifications for the type of services required. This statute mandates that a specific process and criteria be used when making a selection for locally funded capital projects. State-funded projects must follow a similar process as specified in Public Act 87-673. Fundamentally, there is little difference between these two statutes, and it appears that the intent of this legislation is to provide the institution with the most qualified professional as required by the nature of the project.

Community colleges which receive state appropriations for a specific project will be required to utilize the quality- based selection (QBS) process for each project. The Capital Development Board (CDB) has established QBS guidelines and procedures for selecting architectural/engineering firms and will make the selection for a college. A college may recommend an A/E firm for a project provided the college has proper documentation that demonstrates the QBS process was used.

Community college districts requesting state funding assistance for a capital project through the Resource Allocation Management Plan (RAMP) are not required to have the capital plan developed by a licensed architect. However, should a college choose to utilize the services of an architect in preparing the RAMP submission and wish to continue its relationship with the architect through the duration of the project, it is the college's responsibility to select an architect using the QBS process. The ICCB staff, in cooperation with the CDB staff, have compiled the following guidelines for selecting an architect/engineer using proper QBS procedures. Since fiscal year 1996, projects receiving state appropriations must use QBS procedures when selecting an architect. Use of these guidelines will facilitate acceptance of the A/E recommendation by the CDB.

Procedure

The following procedures are based on Public Act 87-673 which is applicable for state-funded projects and is administered by the CDB. Use of these procedures also will meet the requirements of PA 85-854 for locally funded projects.

Exceptions:

- If the contract for professional services will be less than $25,000, QBS procedures are not required.
- Emergency situations requiring an A/E may permit the CDB Executive Director to exempt the project from the QBS process when public health is threatened.

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Public Notice:

Requirement: Whenever a project will require professional services, a 14-day advance notice must be published in a professional services bulletin or advertised within the official state newspaper. The notice must include a description of the project, the services to be procured, the time and place for interested firms to submit a letter of interest, and if required in the notice, a statement of qualifications.

Action: A college may request the CDB to place a project scope and description in the next issue of the Professional Services Bulletin. This publication is mailed to all prequalified A/E firms. If the college selects not to use the Professional Services Bulletin, it will be necessary to place an advertisement/notice in the official state newspaper. (A sample of the notice is attached.) Colleges are encouraged to place the same notice in newspapers within the district.

All firms responding to the Professional Services Bulletin advertisement will be instructed to complete standard form #255. The CDB provides a copy of this form with each Professional Services Bulletin. Firms responding to the newspaper notice with a letter of interest should be sent a form on which the A/E can provide the information necessary for evaluation and selection. A college may use the #255 for these purposes.

Documentation: A copy of the advertisement and certification of publication. A copy of the Professional Services Bulletin containing the notification. Copies of all letters of interest. Copies of all standard evaluation forms submitted.

Prequalification:

Requirement: The Act requires a state agency (CDB) to maintain a list of prequalified professional service providers that want to provide architectural or engineering services. Prequalification requires an A/E firm to provide a summary of professional services offered, relevant project/work experience, and the type of personnel employed by the firm.

Action: The Professional Services Bulletin is mailed quarterly to all prequalified professional service firms. If a college uses a publication other than the Professional Services Bulletin, the college should have established its own prequalification criteria and list of prequalified professional service firms or specify that all interested parties must be CDB prequalified. Applications and forms for prequalification are available from the CDB.

Documentation: A copy of the notice stating that a firm is CDB prequalified or summary information stating the district's prequalification criteria. The list of the college's pre-qualified professional service firms.

Evaluation Procedures:

Requirements: A committee shall be formed to review the A/E firms submitting letters of interest and any A/E firms on the prequalified list which meet the specific project needs. The evaluation of interested firms should take into account qualifications, ability of professional personnel, past record and experience, performance data on file, willingness to meet time requirements, location or proximity to the site, current workload of the firm, and any other qualifications stated in writing by the college.

The college may require the most qualified firms to make public presentations regarding their qualifications, approach to the project, and ability to furnish the required services.

In no case may the college seek formal or informal submission of verbal or written estimates of costs or proposals in terms of dollars, hours required, or percentage of construction cost, or any other measure of compensation, prior to making a selection and ranking of the three most qualified professional service firms.

Action: The college personnel should compile a "spreadsheet" report which lists all of the firms and the criteria to be evaluated. This sheet should identify those firms which do not meet necessary criteria such as past performance or appropriate qualifications. The report should be distributed to each selection committee member for their "ranking" of each firm based on the written project criteria. The ranking could be based on a numeric scale or some other appropriate basis which will enable the committee members to determine the most qualified A/E firm for the project. The evaluation criteria must be in writing and should be included as part of the public notice. The following list provides some criteria used for evaluation purposes:

- Prequalification status
- Proximity to the site
- Appropriate prequalification profiles and experience
- Ability to meet work schedule
- Prior identical or similar work
- Proposed use of MBE/FBE consultants
- Prior performance
- Appropriate disciplines on staff
- Quality of consultants
- Prior work at the same location
- MBE/FBE status
- Other factors deemed appropriate and placed into writing for this specific project

Documentation: Copy of the ranking sheets and a written summary of the committee's actions.

Selection Procedures:

Requirements: On the basis of the evaluations, discussions, and presentations, the committee must then select the three most qualified firms and rank them in order of qualifications. The district must then contact the firm ranked most preferred to negotiate a contract at fair and reasonable compensation. If fewer than three firms submit letters of interest, the district may proceed directly to ranking the firms and negotiation of a contract.

Action: The selection committee must consider all of the criteria and analyze the information submitted to determine the three most qualified firms. If an additional presentation is desired by the committee, each of the three firms shall be given an opportunity to make a presentation. From these three firms, the committee must determine which firm would best serve the college for this project. The discussions of the rankings should remain confidential and are not required to be made public.

Once the top firm is established, the college may initiate contract negotiations to determine a fair and reasonable compensation. If the project is to be **state-funded**, the fee negotiated will be applicable to costs incurred prior to the college receiving a state appropriation. These costs would include master planning, RAMP document preparation, and preliminary project development. Once the project has received a state appropriation and the funds have been released by the Governor, the CDB must ratify the A/E selection and will negotiate an appropriate fee.

Documentation: The district should prepare records indicating the committee's selection of the top three firms in rank order. If fewer than three firms submitted letters of interest, this should be documented via a memorandum.

Contract Negotiations:

Requirements: The college must develop a written description of the scope of the proposed services. This description will be used as a basis for negotiation of the contract with the highest ranked firm. The negotiations should take into account the estimated value, scope, complexity, and professional nature of the services to be rendered. The college may not establish a maximum overhead rate or other payment formula designed to eliminate firms from contention or restrict the competition or the negotiation of fees.

The college must begin negotiations with the firm ranked most preferred. Should the college and the firm not reach an agreement, the college shall terminate negotiations with the first firm and begin negotiations with the second most preferred firm.

Action: A scope of proposed services must be developed in writing. This scope will be used as the basis for negotiations. The college should negotiate with the top firm to reach an equitable contract. These negotiations are confidential and only the final contract made public. If the college and the A/E firm cannot reach an agreement, the college must terminate the negotiations and begin negotiations with the second ranked firm based on the same scope of proposed services. If negotiations fail to result in a contract with the second firm, the process is repeated with the third ranked firm.

Documentation: The college should have a written scope of services to be provided which will be used as a basis for all contract negotiations. A final contract document upon which both parties have agreed.

Firm Performance Evaluation:

Requirement: Upon completion of a state-funded project, the college and the CDB shall evaluate the performance of the firm. The evaluation will be made available to the firm, who may make a formal written response. The evaluation and response will not be made available to any other person or firm and is not subject to the Freedom of Information Act.

Locally funded projects are not required to evaluate the performance of the A/E.

Action: If the project is state-funded, the CDB will perform the evaluation and maintain the documentation. Additionally, college staff will complete an evaluation of the professional services. Projects which are totally funded locally do not require a post-project evaluation. However, for future reference it is advisable for the college to maintain documentation as to the performance of the A/E.

Documentation: No documentation is required by the college.

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